



**SOLICITATION CLOSES
L'INVITATION PREND FIN**

**at – à 02:00 PM
on – le 09 November 2016**

**Time Zone: - Fuseau horaire :
Eastern Daylight Savings Time (EDT)**

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

Proposal To: Department of National Defence

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: Ministère de la Défense nationale (MDN)

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, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments – Commentaires

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

Issuing Office – Bureau de distribution

Director Services Contracting (D Svcs C 4)
Direction des contrats de service (DC Svc 4)

Title – Sujet RFP – Office Ergonomic Assessments	
Solicitation No. – N° de l'invitation W6369-17-X014	
Date 28 September 2016	
Reference No. – N° de reference du client	
RETURN BIDS TO: RETOURNER LES SOUMISSIONS À : By Email to: – par courriel à : DSvcsC4Contracting-DCSvcs4Contrats@forces.gc.ca Director Services Contracting – Direction des contrats de service Attention: Anna Maria Mangone	
Address Enquiries to: Adresser toutes questions à : Anna Maria Mangone Telephone No. E-mail Address N° de telephone Courriel 819-939-8485 Anna-Maria.Mangone@forces.gc.ca	
FOB – FAB See Herein – Voir ci-inclus	
Destination See Herein – Voir ci-inclus	
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur Telephone No. - N° de telephone Facsimile No. - N° de télécopieur	
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)	
Signature	Date

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Contract Number / Numéro du contrat W6369-17-X014
Security Classification / Classification de sécurité UNCLASSIFIED

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

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



PART 1 - GENERAL INFORMATION

1.1 Security Requirements

1.1.1 Before award of a contract, the following conditions must be met:

- (a) The Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
- (b) The Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses; and
- (c) The Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.

1.1.2 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

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

1.2.2 The Department of National Defence (DND) has a requirement for office ergonomic assessment services. It is DND's intention to award one (1) contract from date of contract award to 31 March 2018 plus four (4) one-year options.

1.3 Debriefings

1.3.1 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

1.4.1 The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-Chile Free Trade Agreement (CCFTA), the Agreement on Internal Trade (AIT), the Canada-Peru Free Trade Agreement (CPFTA), the Canada-Columbia Free Trade Agreement (CColFTA), and the Canada-Panama Free Trade Agreement (CPanFTA) if it is in force.



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 or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation, with the following modifications:

Section 02, **Procurement Business Number** is deleted in its entirety.

Section 05, **Submission of Bids – Subsection 4** is amended as follows:

Delete: sixty (60) days

Insert: ninety (90) calendar days.

Section 06, **Late Bids** is deleted in its entirety.

Section 07, **Delayed Bids**, is deleted in its entirety and amended as follows:

It is the Bidder's responsibility to ensure that the Contracting Authority has received the entire submission. Misrouting or other electronic delivery issues resulting in late submission of bids will not be accepted.

Subsection 1 of Section 08, **Transmission by facsimile**, is deleted in its entirety.

Section 20, **Further Information** is deleted in its entirety.

2.2 Submission of Bids

- a. Unless specified otherwise in the RFP, bids must be received by the Contracting Authority at the electronic address identified by the date, time and place indicated on page 1 of the solicitation.
- b. **Electronic Submissions: Individual e-mails exceeding five (5) megabytes, or that includes other factors such as embedded macros and/or links, may be rejected by the DND e-mail system and/or firewall(s) without notice to the Bidder or Procurement Authority.** Larger bids may be submitted through more than one e-mail. The Procurement Authority will confirm receipt of documents. It is the Bidder's responsibility to ensure that the Procurement Authority has received the entire submission. Bidders should not assume that all documents have been received unless the Procurement Authority confirms receipt of each document. In order to minimize the potential for technical issues, Bidders are requested to allow sufficient time before the closing time and date to confirm receipt. Technical and financial documents received after the closing time and date will not be accepted.

2.3 Former Public Servant



Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, bidders must provide in writing before contract award for each question below, the answer and, as applicable, the information required.

If the Contracting Authority has not received the answer to the question and, as applicable, the information required by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the answer and, as applicable, the information required. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

For the purposes of this clause,

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

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

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

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension?

Yes () No ()

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

- (a) name of former public servant; and
- (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; and
- g) number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction 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 ten (10) 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.

2.5 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: one (1) soft copy submitted by e-mail;

Section II, Financial Bid: one (1) soft copy submitted by e-mail;

Section III, Certifications Not Included in the Technical Bid: one (1) soft copy submitted by e-mail.

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

Format 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; and
- (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](#).

To assist Canada in reaching its objectives, bidders should:

1. use paper containing fiber certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
2. use an environmentally-preferable format including black and white printing instead of color printing, printing double sided/duplex, using staples or clips instead of cerlox, duo tangs or binders.

Section I: Technical Bid

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Part 4, Evaluation Procedures and Basis of Selection, contains additional instructions that bidders should consider when preparing their technical bid.

Section II: Financial Bid

Bidders must submit their financial bid in Canadian funds and in accordance with the pricing schedule detailed in Attachment 1 to Part 3. The total amount of Applicable Taxes must be shown separately.



- 3.1.1 SACC Manual clause C3011T (2013-11-06) Exchange Rate Fluctuation apply to and form part of the Contract.
- 3.1.2 Bidders must submit their rates FOB destination; Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.
- 3.1.3 When preparing their financial bid, bidders should review:
 - a) The basis of payment in Annex "B"; and
 - b) Clause 4.1.2, Financial Evaluation, of Part 4;
- 3.1.5 All rates included in the pricing schedule detailed in Attachment 1 to Part 3 exclude travel and living expenses.
- 3.1.6 Bidders should include the following information in their financial bid:
 - (a) Their legal name;
 - (b) Their Procurement Business Number (PBN); and
 - (c) The name of the contact person (including this person's mailing address, phone and facsimile numbers and email address) authorized by the Bidder to enter into communications with Canada with regards to:
 - (i) their bid; and
 - (ii) any contract that may result from their bid.

Section III: Certifications

Bidders must submit the certifications required under Part 5.



ATTACHMENT 1 to PART 3, PRICING SCHEDULE

The Bidder should complete this pricing schedule and include it in its financial bid once completed. As a minimum, the Bidder must respond to this pricing schedule by including in its financial bid for each of the periods specified below its quoted all inclusive rate (in Can \$).

The inclusion of volumetric data in this pricing schedule does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.

The rate included in this pricing schedule includes the total estimated cost of any travel and living expenses that may need to be incurred for:

The Work described in Part 6 of the bid solicitation required to be done, delivered or performed:

- a) inside the National Capital Region (NCR) defined in the [National Capital Act \(R.S.C., 1985, c. N-4\)](http://laws-lois.justice.gc.ca/eng/acts/N-4/page-9.html#docCont), available on the Justice Website (<http://laws-lois.justice.gc.ca/eng/acts/N-4/page-9.html#docCont>);
- b) any travel required between the successful Bidder's place of business and the NCR; and
- c) any relocation of resources required to satisfy the terms of any resulting contract.

PERIOD OF THE CONTRACT: FROM THE DATE OF CONTRACT AWARD TO 31 MARCH 2018

Initial Contract Period:

Deliverables	Firm Fixed Price per Assessment (A)	Estimated # of Assessments (B)	Extended Pricing (C = A x B)
Initial Assessment	\$	1400	\$
Follow-up Assessment	\$	75	\$
TOTAL PERIOD OF THE CONTRACT			\$

OPTION PERIOD 1: FROM 01 APRIL 2018 TO 31 MARCH 2019

Option Period 1:

Deliverables	Firm Fixed Price per Assessment (A)	Estimated # of Assessments (B)	Extended Pricing (C = A x B)
Initial Assessment	\$	1000	\$
Follow-up Assessment	\$	50	\$
TOTAL OPTION PERIOD 1			\$



OPTION PERIOD 2: FROM 01 APRIL 2019 TO 31 MARCH 2020

Option Period 2:

Deliverables	Firm Fixed Price per Assessment (A)	Estimated # of Assessments (B)	Extended Pricing (C = A x B)
Initial Assessment	\$	1000	\$
Follow-up Assessment	\$	50	\$
TOTAL OPTION PERIOD 2			\$

OPTION PERIOD 3: FROM 01 APRIL 2020 TO 31 MARCH 2021

Option Period 3:

Deliverables	Firm Fixed Price per Assessment (A)	Estimated # of Assessments (B)	Extended Pricing (C = A x B)
Initial Assessment	\$	1000	\$
Follow-up Assessment	\$	50	\$
TOTAL OPTION PERIOD 3			\$

OPTION PERIOD 4: FROM 01 APRIL 2021 TO 31 MARCH 2022

Option Period 4:

Deliverables	Firm Fixed Price per Assessment (A)	Estimated # of Assessments (B)	Extended Pricing (C = A x B)
Initial Assessment	\$	1000	\$
Follow-up Assessment	\$	50	\$
TOTAL OPTION PERIOD 4			\$

Total Evaluated Price Table (for Bid Evaluation purposes only):

	Total Cost Price
Total Period of the Contract	\$
Total Option Period 1	\$
Total Option Period 2	\$
Total Option Period 3	\$
Total Option Period 4	\$
Total Evaluated Price (excluding Applicable Taxes)	
	\$



CANCELLATION

If Canada cancels or reschedules an appointment without providing a written notice of at least 24 hours, the Contractor will be paid as follows:

More than 24 hours prior to Scheduled Appointment	24 hours or less prior to Scheduled Appointment
No Charge	No charge for first cancellation or no-show without 24 hours' notice. \$__ (to be specified at Contract Award) charge for the 2 nd and subsequent no-shows by the <u>same</u> public service employee.

****The Cancellation charge will not form part of the Financial Evaluation****



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 evaluation and financial 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

#	MANDATORY TECHNICAL CRITERION (MT)	BID PREPARATION INSTRUCTIONS
CORPORATE EXPERIENCE		
MT1	<p>The Bidder must demonstrate that they have a minimum of three (3) years of experience prior to bid closing in providing office ergonomic assessment services to outside clients* from large organizations** in both official languages (English and French).</p> <p>The Bidder must provide the following background information:</p> <ul style="list-style-type: none"> • Name of outside client organizations; • Start and end date; • Roles and responsibilities; and • Language(s) of services provided. <p>*Outside client refers to a client that is external to the Bidder's own organization. Parent companies, affiliates, and subsidiaries are considered internal.</p> <p>**For the purposes of this solicitation, a large organization is defined as:</p> <ul style="list-style-type: none"> • An outside client with more than two (2) locations; and • Requiring a minimum of 30 office ergonomic assessments per month. 	
MT2	<p>The Bidder must demonstrate that they have a minimum of three (3) years of experience prior to bid closing in providing office ergonomic assessment services to outside clients* in the following resource domains or categories: The Bidder must demonstrate that have provided office ergonomic assessments by:</p> <ol style="list-style-type: none"> 1. Registered Kinesiologists (R.KIN). Refer to the following link: http://www.coko.ca/en/home/apply/start-application 	<p>The Bidder should provide details as to where, when, month and year, and how, through which activities/responsibilities, the stated experience was obtained.</p>



	<p>2. Registered Physiotherapists (PT Reg). A registration with any Canadian province is acceptable. Refer to the following link: http://www.physiotherapy.ca/Home</p> <p>*Outside client refers to a client that is external to the Bidder's own organization. Parent companies, affiliates, and subsidiaries are considered internal.</p>	
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RESOURCE EXPERIENCE

<p>MT3</p>	<p>The Bidder must demonstrate that each proposed resource is registered in one (1) of the following groups. There must be at least (1) Registered Kinesiologist and at least (1) Registered Physiotherapist proposed amongst these resources:</p> <ol style="list-style-type: none"> 1. Registered Kinesiologist (R.KIN). A registration with any Canadian province or territory is acceptable. Refer to the following link: http://www.coko.ca/en/home/apply/start-application 2. Registered Physiotherapists (PT Reg). A registration with any Canadian province or territory is acceptable. Refer to the following link: http://www.physiotherapy.ca/Home <p>Additionally, the Bidder may also propose optional resources that are certified or a graduate in one (1) of the following groups:</p> <ol style="list-style-type: none"> 1. Certified Ergonomist (CCPE in Canada). Refer to the following link: http://www.ace-ergocanada.ca/index.php?contentid=139 <p>A valid Canadian Ergonomic Certification or any of the Ergonomic Certifications listed below are acceptable:</p> <ul style="list-style-type: none"> • Canada: CCPE - Certified Canadian Professional Ergonomists www.cccpe.ca) • United States of America: BCPE - Board of Certification in Professional Ergonomists (www.bcpe.org) • Europe: CREE - Centre for Registration of European Ergonomists (https://www.eurerg.eu/registration/) • Australia: CPE - Certified Professional Ergonomists (http://www.ergonomics.org.au/membership/cp) 	<p>A copy of each proposed resource's Certification, Diploma, or Registration must be provided with the Bidder's Bid.</p>
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	<p>e)</p> <ul style="list-style-type: none"> New Zealand: BCNZE - Board for Certification of New Zealand Ergonomists (http://www.ergonomics.org.nz/CertifiedProfessionals.aspx) <p>2. Masters specialization in Ergonomics and/or Physiotherapy and/or Kinesiology or equivalent Master's degree from a recognized* Canadian university or the equivalent as established by a recognized* Canadian academic credentials assessment service, if obtained outside Canada.</p> <p>*The list of recognized organizations can be found under the Canadian Information Centre for International Credentials website (http://www.cicic.ca/2/home.canada).</p> <p>3. Registered Occupational Therapist (OT Reg). A registration with any Canadian province or territory is acceptable. Refer to the following link: http://www.coto.org/registration/</p>	
<p>MT4</p>	<p>The Bidder must demonstrate for each proposed resource(s) meeting MT3 that each have conducted, at minimum, 25 ergonomic assessments each within the past two years to outside clients*.</p> <p>*Outside client refers to a client that is external to the Bidder's own organization. Parent companies, affiliates, and subsidiaries are considered internal.</p>	<p>The Bidder should provide details as to where, when, month and year, and how, through which activities/responsibilities, the stated experience was obtained.</p>

4.1.2 Financial Evaluation

The volumetric data included in the pricing schedule detailed in Attachment 1 to Part 3 are provided for bid evaluated price determination purposes only. They are not to be considered as a contract guarantee.

For bid evaluation and contractor(s) selection purposes only, the evaluated price of a bid will be determined in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3.

4.2 Basis of Selection

4.2.1 Lowest Evaluated Price

A bid must comply with the requirements of the bid solicitation and meet all mandatory evaluation criteria to be declared responsive. The responsive bid with the lowest Total Evaluated Price will be recommended for award of a contract.



In the event two or more responsive bids have the same lowest evaluated price, the proposal with the most months experience in Mandatory Criteria **MT1** will be recommended for award of a contract.



PART 5 - CERTIFICATIONS

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 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.

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.

5.2 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](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969) website (http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969).

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

SACC Manual clause A3005T (2010-08-16), Status and Availability of Resources

5.2.2.2 Education and Experience

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



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 The following security requirements (SRCL and related clauses provided by ISP) apply and form part of the Contract: **PWGSC FILE# W6369-17-X014**

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid **Designated Organization Screening (DOS)**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.
3. The Contractor/Offeror **MUST NOT** remove any PROTECTED information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex "C";
 - (b) Industrial Security Manual (Latest Edition).

6.2 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work in 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

The 2010B (2016-04-04) General Conditions – Professional Services (Medium Complexity) are incorporated by reference into and form part of the bid solicitation.

- 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

6.4.1 Period of the Contract

The period of the Contract is from the date of Contract Award to 31 March 2018.

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 four (4) additional one-year periods 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.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is: **[to be specified in the resulting Contract]**

Name: _____
Title: _____
Organization: _____
Address: National Defence Headquarters
Attention: **[insert designation]**
101 Colonel By Drive
Ottawa, Ontario
K1A 0K2
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 Technical Authority

The Technical Authority for the Contract is: **[to be specified in the resulting Contract]**

Name: _____
 Title: _____
 Organization: _____
 Address: National Defence Headquarters
 Attention: **[insert designation]**
 101 Colonel By Drive
 Ottawa, Ontario
 K1A 0K2

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

The Technical 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 Technical Authority; however, the Technical 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 Procurement Authority

The Procurement Authority for the Contract is: **[to be specified in the resulting Contract]**

Name: _____
 Title: _____
 Organization: _____
 Address: National Defence Headquarters
 Attention: **[insert designation]**
 101 Colonel By Drive
 Ottawa, Ontario
 K1A 0K2

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

The Procurement Authority is responsible for all matters concerning the day-to-day management of the Contract. Any proposed changes to the scope of the Work are to be discussed with the Procurement Authority and Technical Authority, but any resulting change can only be confirmed by a contract amendment issued by the Contracting Authority.

6.5.4 Contractor's Representative [to be specified in the resulting Contract]

Name: _____
 Title: _____
 Address: _____
 Telephone: _____
 Facsimile: _____
 E-mail address: _____

6.6 Payment

6.6.1 Basis of Payment

6.6.2 Limitation of Expenditure

For the Work described in applicable sections of the Statement of Work in Annex A:

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B, to a limitation of expenditure of \$[amount to be specified in the resulting Contract]. Customs duty are included and Applicable Taxes are extra.

6.6.2 Canada's Total Liability

6.6.2.1 Limitation of Expenditure

Canada's total liability to the Contractor under the Contract must not exceed \$[amount to be specified in the resulting Contract]. Customs duties are included 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 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.

6.6.3 Method of Payment

For the Work described in applicable sections of the Statement of Work in Annex A:

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

- (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 performed has been accepted by Canada.



6.6.4 SACC Manual Clauses

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

6.6.5 Discretionary Audit

C0705C (2010-01-11), Discretionary Audit

6.6.6 No Responsibility to Pay for Work not performed due to Closure of Government Offices

Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.

If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises.

6.7 Invoicing Instructions

6.7.1 Invoices are to be submitted no more than once per month and detail the Work performed as per the Contract.

6.7.2 The Contractor must submit invoices on its own form which must include:

- a. Date;
- b. Contractor's name and address;
- c. Name and address of the DND organization to which the invoice is submitted (see Section 6.5.3);
- d. Contract Number;
- e. Financial codes;
- f. GST or HST (as applicable) registration number; and
- g. Amount invoiced (exclusive of the GST or HST as appropriate) and the amount of GST or HST, as appropriate, shown separately.

6.7.3 The Contractor must not submit an invoice prior to performance or delivery.

6.7.4 Any invoices where groups of items cannot be easily identified will be sent back to the Contractor for clarification with no interest or late payment charges applicable to Canada.

6.7.5 If Canada disputes an invoice for any reason, Canada agrees to pay the Contractor the portion of the invoice that is not disputed provided that items or services not in dispute form separate line items of the invoice and are otherwise due and payable under the Contract.

6.7.6 The Contractor must submit a high resolution .pdf copy of the original invoice along with all required supporting documentation to the Procurement Authority by means of an email with the contract number, description and invoice number in its subject line. By doing so the Contractor certifies that the .pdf copy of each invoice will be treated as an original invoice. Any and all original receipts must be received by the Procurement Authority prior to processing of the invoice, in compliance with Treasury Board regulations.

6.7.7 The Contractor must provide a copy of all invoices to the Contracting Authority.



6.8 Certifications

6.8.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, or 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 Applicable Laws

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

6.10 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the General Conditions [2010B](#) (2016-04-04);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment
- (e) Annex C, Security Requirements Checklist (SRCL); and
- (f) the Contractor's bid dated _____.

6.11 Defence Contract

SACC Manual clause A9006C (2012-07-16), Defence Contract

NOTE TO BIDDERS: One (1) of the following two (2) options will be specified as clause 13 in the resulting Contract.

OPTION 1

6.12 Foreign Nationals (Canadian Contractor)

SACC Manual clause A2000C (2006-06-16), Foreign Nationals (Canadian Contractor)

OPTION 2

6.12 Foreign Nationals (Foreign Contractor)

SACC Manual clause A2001C (2006-06-16), Foreign Nationals (Foreign Contractor)

6.13 Insurance

SACC Manual clause G1005C (2016-01-28), Insurance

6.14 Cancelling or Rescheduling of Ergonomic Assessment Appointment

Without restricting any other terms and conditions of the Contract, any scheduled ergonomic assessment appointment may be cancelled or rescheduled in whole or in part by Canada or the Contractor by giving a



written notice to the Contractor or Canada at least 24 hours prior to the ergonomic assessment appointment.

If Canada cancels or reschedules an ergonomic assessment appointment without providing a written notice or telephone call within at least 24 hours of a scheduled appointment, then the Contractor will be paid in accordance with Annex B, Basis of Payment, Section 3 – Cancellation.



ANNEX "A" - STATEMENT OF WORK

CANADIAN FORCES SUPPORT UNIT OTTAWA (CFSU(O)) ERGONOMICS PROGRAM

1.0 REQUIREMENT

- 1.1 The Department of National Defence (DND) has a requirement to contract the services of certified Ergonomic Assessment professionals to perform Ergonomic Assessments on an as-required basis in the National Capital Region (NCR).

2.0 BACKGROUND

- 2.1 The Department of National Defence (DND) has an obligation to ensure that every person granted access to the workplace is aware of every foreseeable hazard. All managers & supervisors must ensure that all hazards are identified and controlled in the work place, including the office environment. The Canada Labour Code, Part II, Section 125.1(t), (u) states that employers must *“ensure that the machinery, equipment and tools used by the employees in the course of their employment meet prescribed health, safety and ergonomic standards and are safe under all conditions of their intended use;”* In addition, it states that *“employers must ensure that the work place, work spaces and procedures meet prescribed ergonomic standards.”*
- 2.2 The CFSU(O) Safety Office had been receiving between 350 and 400 ergonomic assessment requests annually for its Ergonomics Program as of 31 March 2015 (nearly six years). With the removal of the normative requirement for a medical note as of 01 June 2015, the office experienced an expected increase in the number of requests. As of 01 December 2015 to 01 August 2016 CFSU(O) has received an average of 48 requests monthly, which projects to 576 requests annually. In February 2016 a very large organization under DND has also removed their requirement for a medical note to access our services. Once 9,000 personnel are relocated to the Defence Campus commencing in Fall 2016 onwards to 2018 or thereabouts, we will see a phased in increase to requests, likely at around 720 requests annually.
- 2.3 Based on previous experience, the average time spent on each Initial Ergonomic Assessment is 3.0 hours, including assessment, travel and report writing. It is also expected that the average time spent on each Follow-Up Assessment is 2.0 hours, including assessment, travel and report writing, or less if no report is required.

3.0 OBJECTIVE

- 3.1 The objective of this contract is to procure the services of Ergonomic Assessment professionals to conduct office ergonomic assessments for DND public service employees who have restrictions/impairments and to write a report following the assessment with recommendations.

4.0 SCOPE

- 4.1 The scope of this contract is to provide Office Ergonomic Assessment Services to DND public service employees who have restrictions/impairments that limit them to work to the best of their abilities. These conditions can include and are not limited to: sensory impairments, mobility impairments, dexterity impairments, chronic pain, environmental sensitivities, addictions, learning disabilities, speech impairments, chronic conditions such as diabetes, psychiatric disabilities, developmental disabilities, other permanent or temporary conditions that cause pain or limit or restrict activities. The assessments will be performed at the employees' work area. Follow-up appointments may be provided to employees to assess the changes that have been made with



the recommended equipment, respond to any further concerns, and provide training, if applicable, on the use of adaptive hardware and software installed on their computer systems.

- 4.2 The Contractor will be responsible for all travel expenses, to and within the National Capital Region (NCR), including parking. They are to provide their own transportation to any of the federal government buildings in the NCR area that house DND employees.

5.0 TASKS

- 5.1 The following is a listing of the Tasks in support of the Ergonomics Program. The Contractor shall perform the following:

- 5.1.1 Conduct an Initial Ergonomic Assessment that must include the following:

- a) Receive request for an Initial Ergonomic Assessment from the Technical Authority's (TA) office;
- b) Communicate directly with the client to make the appointment and confirm with the client all details of the appointment, including: date of the appointment, location, and make arrangements with the employee to gain access to the employee's work location. The Contractor must conduct assessments and reports in the employee's language of choice (English or French);
- c) Schedule and perform Initial Ergonomic Assessment within two (2) weeks (10 working days) of receiving request from the TA's office;
- d) Schedule and perform urgent Initial Ergonomic Assessment within one (1) week (5 working days) of receiving request from the TA's office;
- e) Immediately correct any deficiencies determined as a result of the assessment if it is possible; either by temporarily adjusting the existing equipment until the new equipment is received and/or by permanently adjusting the existing equipment;
- f) Inform and assist the employee in identifying tasks that can potentially cause work-related musculoskeletal disorders (WMSD) or aggravate existing symptoms;
- g) Provide the employee with education and recommendations regarding the following: posture, exercises, and other useful tools that might assist the employee at work and/or at home. This education may be provided verbally and/or in writing;
- h) Provide guidance to the employee, if necessary, on how to adjust their work equipment;
- i) Prepare an Ergonomic Assessment Report (EAR) for the Initial Ergonomic Assessment performed;
- j) Provide the EAR to the TA's office for acceptance via email within five (5) working days of the completed Initial Ergonomic Assessment. The EAR must include the following:
 - i. Date/location of the assessment;
 - ii. Name of the professional who conducted the assessment as well as their contact information;
 - iii. All office ergonomic hazards and suggestions for accommodating the employee's impairment/disability as determined during the assessment;
 - iv. Issues that were rectified on site;
 - v. All recommended equipment/aids and specific details of the recommended equipment;



- vi. Recommendations for a possible follow-up, if granted by the TA's office; and
- vii. Recommendations for adaptive technology training if employee's impairments/restrictions need the installation and integration of adaptive technology hardware and software

- k) The TA must review the EAR and send it back with comments as necessary to the Contractor; and
- l) The Contractor must make any requested changes if applicable and send the final EAR to the TA for approval.

5.2 If required, a Follow-Up Ergonomic Assessment must include the following:

- a) Receive request for a Follow-up Ergonomic Assessment from the TA's office;
- b) Schedule and conduct a follow-up with the employee assessed within 3-5 days after the employee has received the recommended equipment and make any final workstation adjustments and provide adaptive technology training if necessary in order to complete a final EAR;
- c) Provide the TA's office with the final report within five (5) days of the Follow-up Ergonomic Assessment.

5.3 The Contractor will send the Ergonomic Assessment Reports (EAR) for Initial and Follow-up Ergonomic Assessment to the TA's office. The employee will receive a copy from the TA only.

6.0 REPORTS

6.1 The Deliverables specified herein will be emailed for approval to the TA's office only. The Contractor will provide the documentation, reports, work-in-progress and other related reports in formats fully compatible with MS Office suite.

6.2 Ergonomic Assessment Reports (EAR) and supporting documentation, as outlined in paragraph 5.1.1 (i) and (j).

6.3 The EAR and written documentation specified herein shall be produced in one of the official languages, English or French, as per the choice of the employee requesting the ergonomic assessment and/or support and/or follow-up.

7.0 MEETINGS

7.1 At the request of the TA, the Contractor must attend a kick-off meeting to discuss the workflow and scheduling process of ergonomic assessments no later than two (2) weeks after Contract Award.

8.0 DELIVERY LOCATION

8.1 Ergonomic assessment to be conducted at the work area of the DND public service employee to be assessed. The location of work is within the National Capital Region (NCR).

9.0 CONSTRAINTS

9.1 The Contractor must agree that their policy for "no-shows" is that the first no-show by a specific employee is at no charge, but that the second no-show and any subsequent no-shows by the same employee will be charged a fee of **to be specified in the resulting Contract**. The Technical Authority must be promptly advised of the first no-show and will intervene with the employee and



supervisor after the second no-show. Refer to Annex "B" – Basis of Payment, Section 3 – Cancellation.

10.0 LANGUAGE REQUIREMENTS

- 10.1 The resource(s) must be able to provide services to the client in both official languages (English and French). The resource(s) must be able to communicate orally and in writing without any assistance and with minimal errors.

11.0 RESOURCE QUALIFICATIONS

- 11.0 Throughout the duration of the Contract, the Contractor may propose alternate qualified resources other than those specified in the bid. However, the Contractor must provide the bilingual Ergonomic Assessment services of a Registered Kinesiologist (R.KIN) and Registered Physiotherapist (PT Reg) throughout the duration of the Contract.
- 11.1 Any proposed alternate resources must have the following experience, certifications and/or education:
- 11.1.1 At a minimum, 25 ergonomic assessments within the past two years to outside clients.
 - 11.1.2 **Registered Physiotherapists (PT Reg):** A registration with any Canadian province is acceptable. Refer to the following link: <http://www.physiotherapy.ca/Home>
 - 11.1.3 **Registered Kinesiologist (R.KIN):** A registration with any Canadian province or territory is acceptable. Refer to the following link: <http://www.coko.ca/en/home/apply/start-application>
 - 11.1.4 **Registered Occupational Therapist (OT Reg):** A registration with any Canadian province or territory is acceptable. Refer to the following link: <http://www.coto.org/registration/>
 - 11.1.5 **Certified Ergonomist (CCPE):** Refer to the following link: <http://www.ace-ergocanada.ca/index.php?contentid=139>
 - 11.1.6 **Masters specialization in Ergonomics and/or Physiotherapy and/or Kinesiology or equivalent Master's degree** from a recognized* Canadian university or the equivalent as established by a recognized Canadian academic credentials assessment service, if obtained outside Canada.



ANNEX "B" - BASIS OF PAYMENT

1. PERIOD OF THE CONTRACT: FROM THE DATE OF CONTRACT AWARD TO 31 MARCH 2018

During the period of the Contract, the Contractor will be paid as specified below, for Work performed in accordance with the Contract.

1.1.1 Labour

The Contractor will be paid an all-inclusive firm fixed price as follows (Applicable Taxes extra):

Initial Contract Period:

Deliverables	Firm Fixed Price per Assessment (A)	Estimated # of Assessments (B)	Extended Pricing (C = A x B)
Initial Assessment	\$	1400	\$
Follow-up Assessment	\$	75	\$
TOTAL PERIOD OF THE CONTRACT			\$

1.1.2 Travel and Living Expenses

The Firm Fixed Price per Assessments rates specified above are inclusive of overhead expenses such as administrative support, facsimile, courier, photocopying, mail, word processing, other operating costs and any time spent travelling from the specified individual's work location to a specific pre-authorized work assignment that is inside the National Capital Region (NCR) defined in the *National Capital Act (R.S.C., 1985, c. N-4)*, available on the Justice Website (<http://laws-lois.justice.gc.ca/eng/acts/N-4/page-9.html#docCont>). Accordingly, separate billing of any items related to the routine cost of doing business or time spent travelling will not be permitted.

2. OPTION TO EXTEND THE TERM OF THE CONTRACT

This section is only applicable if the option to extend the Contract is exercised by Canada.

During the extended period of the Contract specified below, the Contractor will be paid as specified below to perform all the Work in relation to the Contract extension.

2.1 EXTENDED CONTRACT PERIOD 1: FROM 01 APRIL 2018 TO 31 MARCH 2019

2.1.1 Labour

The Contractor will be paid an all-inclusive firm fixed price as follows (Applicable Taxes extra):

Option Period 1:

Deliverables	Firm Fixed Price per Assessment (A)	Estimated # of Assessments (B)	Extended Pricing (C = A x B)
Initial Assessment	\$	1000	\$
Follow-up Assessment	\$	50	\$
TOTAL OPTION PERIOD 1			\$

2.1.2 Travel and Living Expenses

The Firm Fixed Price per Assessments rates specified above are inclusive of overhead expenses such as administrative support, facsimile, courier, photocopying, mail, word processing, other operating costs and any time spent travelling from the specified individual's work location to a specific pre-authorized work assignment that is inside the National Capital Region (NCR) defined in the *National Capital Act (R.S.C., 1985, c. N-4)*, available on the Justice Website (<http://laws-lois.justice.gc.ca/eng/acts/N-4/page-9.html#docCont>). Accordingly, separate billing of any items related to the routine cost of doing business or time spent travelling will not be permitted.

2.2 EXTENDED CONTRACT PERIOD 2: FROM 31 MARCH 2019 TO 01 APRIL 2020

2.2.1 Labour

The Contractor will be paid an all-inclusive firm fixed price as follows (Applicable Taxes extra):

Option Period 2:

Deliverables	Firm Fixed Price per Assessment (A)	Estimated # of Assessments (B)	Extended Pricing (C = A x B)
Initial Assessment	\$	1000	\$
Follow-up Assessment	\$	50	\$
TOTAL OPTION PERIOD 2			\$

2.2.2 Travel and Living Expenses

The Firm Fixed Price per Assessments rates specified above are inclusive of overhead expenses such as administrative support, facsimile, courier, photocopying, mail, word processing, other operating costs and any time spent travelling from the specified individual's work location to a specific pre-authorized work assignment that is inside the National Capital Region (NCR) defined in the *National Capital Act (R.S.C., 1985, c. N-4)*, available on the Justice Website (<http://laws-lois.justice.gc.ca/eng/acts/N-4/page-9.html#docCont>). Accordingly, separate billing of any items related to the routine cost of doing business or time spent travelling will not be permitted.



2.3 EXTENDED CONTRACT PERIOD 3: FROM 31 MARCH 2020 TO 01 APRIL 2021

2.3.1 Labour

The Contractor will be paid an all-inclusive firm fixed price as follows (Applicable Taxes extra):

Option Period 3:

Deliverables	Firm Fixed Price per Assessment (A)	Estimated # of Assessments (B)	Extended Pricing (C = A x B)
Initial Assessment	\$	1000	\$
Follow-up Assessment	\$	50	\$
TOTAL OPTION PERIOD 3			\$

2.3.2 Travel and Living Expenses

The Firm Fixed Price per Assessments rates specified above are inclusive of overhead expenses such as administrative support, facsimile, courier, photocopying, mail, word processing, other operating costs and any time spent travelling from the specified individual's work location to a specific pre-authorized work assignment that is inside the National Capital Region (NCR) defined in the *National Capital Act (R.S.C., 1985, c. N-4)*, available on the Justice Website (<http://laws-lois.justice.gc.ca/eng/acts/N-4/page-9.html#docCont>). Accordingly, separate billing of any items related to the routine cost of doing business or time spent travelling will not be permitted.

2.4 EXTENDED CONTRACT PERIOD 4: FROM 31 MARCH 2021 TO 01 APRIL 2022

2.4.1 Labour

The Contractor will be paid an all-inclusive firm fixed price as follows (Applicable Taxes extra):

Option Period 4:

Deliverables	Firm Fixed Price per Assessment (A)	Estimated # of Assessments (B)	Extended Pricing (C = A x B)
Initial Assessment	\$	1000	\$
Follow-up Assessment	\$	50	\$
TOTAL OPTION PERIOD 4			\$

2.3.2 Travel and Living Expenses

The Firm Fixed Price per Assessments rates specified above are inclusive of overhead expenses such as administrative support, facsimile, courier, photocopying, mail, word processing, other operating costs and any time spent travelling from the specified individual's work location to a specific pre-authorized work assignment that is inside the National Capital Region (NCR) defined in the *National Capital Act (R.S.C., 1985, c. N-4)*, available on the Justice Website (<http://laws-lois.justice.gc.ca/eng/acts/N-4/page-9.html#docCont>). Accordingly, separate billing of any items related to the routine cost of doing business or time spent travelling will not be permitted.



3. CANCELLATION

If Canada cancels or reschedules an appointment without providing a written notice of at least 24 hours, the Contractor will be paid as follows:

More than 24 hours prior to Scheduled Appointment	24 hours or less prior to Scheduled Appointment
No Charge	No charge for first cancellation or no-show without 24 hours' notice. \$(to be specified at Contract Award) charge for the 2 nd and subsequent no-shows by the <u>same</u> public service employee.



ANNEX "C" – SECURITY REQUIREMENTS CHECKLIST (SRCL)

Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat W6369-17-X014
Security Classification / Classification de sécurité UNCLASSIFIED

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Defence	2. Branch or Directorate / Direction générale ou Direction Canadian Forces Support Unit (Ottawa)	
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Office ergonomic assessments of workstations of public services employees working at the Department of National Defence located in the National Capital Region (NCR).		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)	<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	
Foreign / Étranger <input type="checkbox"/>		
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	
Not releasable / À ne pas diffuser <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	
Restricted to: / Limité à : Specify country(ies) / Préciser le(s) pays :	Restricted to: / Limité à : Specify country(ies) / Préciser le(s) pays : <input type="checkbox"/>	
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / 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
UNCLASSIFIED



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PART A (continued) / PARTIE A (suite)

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

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

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

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

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

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

Special comments:

Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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



Contract Number / Numéro du contrat
W6369-17-X014

Security Classification / Classification de sécurité
UNCLASSIFIED

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens Production	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Media / Support IT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Link / Lien électronique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

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

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

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



(SRCL signature page (page 4) to be inserted here in the resulting contract)