



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada
Room 1650, 635 8th Ave. S.W.
Calgary
Alberta
T2P 3M3
Bid Fax: (403) 292-5786

REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

Proposal To: Public Works and Government
Services Canada

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

Proposition aux: Travaux Publics et Services
Gouvernementaux 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, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Public Works and Government Services Canada/Travaux
publics et Services gouvernementaux Canada
Room 1650, 635 8th Ave. S.W.
Calgary
Alberta
T2P 3M3

Title - Sujet Pharmacy Services	
Solicitation No. - N° de l'invitation W0142-17X021/A	Date 2016-11-07
Client Reference No. - N° de référence du client W0142-17X021	
GETS Reference No. - N° de référence de SEAG PW-\$CAL-141-6526	
File No. - N° de dossier CAL-6-39062 (141)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-12-02	Time Zone Fuseau horaire Mountain Standard Time MST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Major, Andrea	Buyer Id - Id de l'acheteur cal141
Telephone No. - N° de téléphone (403) 612-6224 ()	FAX No. - N° de FAX (403) 292-5786
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: BASE COMMANDER CANADIAN FORCES BASE SUFFIELD Attention CMTT, Bldg 322 Ralston, AB T0J 2N0	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée See Herein	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone 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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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

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 sites must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, Bidders should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

1.2 Requirement

The Contractor must provide pharmacy services in accordance with the Requirement at Annex "A".

1.3 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

1.4 Trade Agreements

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

1.5 Canadian Content

The requirement is subject to a preference for Canadian goods and/or services.

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.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 120 days

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.

2.3 Former Public Servant

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

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 Offeror a FPS in receipt of a pension? YES () NO ()

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

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

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

Work Force Adjustment Directive

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

If so, the Offeror must provide the following information:

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

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

2.4 Enquiries - 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 Alberta.

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 (1 hard copy)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copy)

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

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

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, Bidders should:

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

Section I: Technical Bid

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

Section II: Financial Bid

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

3.1.1 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex “F” Electronic Payment Instruments, to identify which ones are accepted.

If Annex “F” Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

3.1.2 Exchange Rate Fluctuation

[C3011T](#) (2013-11-06), Exchange Rate Fluctuation

3.1.3 SACC Manual Clauses

[A0220T](#) (2014-06-26), Evaluation of Price - Bid

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.
- (c) The evaluation team will determine first if there are two or more bids with a valid Canadian Content certification. In that event, the evaluation process will be limited to the bids with the certification; otherwise, all bids will be evaluated. If some of the bids with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive bids with a valid certification remain, the evaluation will continue among those bids with a valid certification. If all bids with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other bids received will be evaluated.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

- a) Ability to perform the full scope of work described in Annex "A" - Statement of Work.
- b) Ability to meet all mandatory requirements in Annex "C" Minimum Mandatory and Point-Rated Technical Criteria.

4.1.1.2 Point Rated Technical Criteria

- a) Point-rated technical evaluation criteria in accordance with Annex "C" Minimum Mandatory and Point-Rated Technical Criteria.

4.1.2 Financial Evaluation

- a) The total bid price will be calculated by adding together items (A+B+C).
- b) The price per point will be calculated by dividing the total bid price (A+B+C) by the total technical points.
- c) GST will not be used in the financial evaluation.

4.1.2.1 Evaluation of Price

SACC Manual Clause [A0222T](#) (2014-06-26), Evaluation of Price

4.2 Basis of Selection

4.2.1 Basis of Selection – Lowest Price per Point

- 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. obtain the required minimum of 30 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 50 points.

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.

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 specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority 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.

5.2 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 Canadian Content Certification

This procurement is limited to Canadian services.

The Offeror certifies that:

() the service offered are Canadian services as defined in paragraph 2 of clause [A3050T](#).

5.2.3.1.1 SACC Manual clause [A3050T](#) (2014-11-27), Canadian Content Definition

5.2.3.2 Status and Availability of Resources

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

5.2.3.3 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.

1. The Contractor must, at all times during the performance of the Contract, 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 personnel requiring access to **NATO RESTRICTED** information or assets **must be citizens of a NATO member country or a permanent resident of Canada** and EACH hold a valid **RELIABILITY STATUS** or its equivalent, granted or approved by the appropriate delegated NATO Security Authority.
3. The Contractor **MUST NOT** remove any **RESTRICTED** information or assets from the identified work site(s), and the Contractor 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 must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex "E";
 - (b) Industrial Security Manual (Latest Edition).

6.2 Requirement

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.

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File No. - N° du dossier
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Buyer ID - Id de l'acheteur
cal141
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6.3.1 General Conditions

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

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from 2017-05-01 to 2020-04-31 inclusive.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Andrea Major, Procurement Officer
Public Works and Government Services Canada
Acquisitions Branch, Western Region
Directorate: Western
1650, 635 8th Avenue SW
Calgary, AB T2P 3M3

Telephone: 403-612-6224
Facsimile: 403-292-5786
E-mail address: andrea.major@pwgsc-tpsgc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

6.5.2 Project Authority

The Project Authority for the Contract is:

(to be filled in at Contract award)

Name: _____
Title: _____
Organization: _____
Address: _____

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

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

6.5.3 Contractor's Representative

(to be filled in by the Bidder)

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____ - ____ - ____

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

6.6 Proactive Disclosure of Contracts with Former Public Servants

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

6.7 Payment

6.7.1 Basis of Payment – Firm price, Firm Unit Price(s) or Firm Lot Price(s)

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price as specified in Annex "B" for _____ (**TBD**). Customs duties are included and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

6.7.2 Monthly Payment

SACC *Manual* clause [H1008C](#) (2008-05-12), Monthly Payment

6.7.3 SACC Manual Clauses

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

[C0711C](#) (2008-05-12), Time Verification

6.7.4 Electronic Payment of Invoices – Contract (**TBD**)

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

6.8 Invoicing Instructions

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

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
 - b. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
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 and Additional Information

6.9.1 Compliance

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

6.9.2 SACC Manual Clauses

M3060C (2008-05-12), Canadian Content Certification

6.10 Applicable Laws

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

6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010B (2016-04-04), General Conditions – Professional Services (Medium Complexity);
- (c) Annex “A,” Requirement;
- (d) Annex “B”, Basis of Payment;
- (e) Annex “D”, Insurance Requirements;
- (f) Annex “E”, Security Requirements Check List;
- (g) the Contractor's bid dated _____.

6.12 SACC Manual Clauses

A7017C (2008-05-12), Replacement of Specific Individuals

A9062C (2011-05-16), Canadian Forces Site Regulations

6.13 Insurance

The Contractor must comply with the insurance requirements specified in Annex “D”. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than “A-”. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

ANNEX "A" - REQUIREMENT

1. DEFINITIONS

Ser	Acronym	Meaning
1.	DPHC	Defence Primary Health Care (UK)
2.	BATUS	British Army Training Unit Suffield
3.	BG	Battle Group
4.	CF	Canadian Forces
5.	CISD	Canadian and Industrial Security Division
6.	DMICP	Defence Medical Information Computer Program (UK)
7.	DND	Department National Defence (Canada)
8.	DMS	Defence Medical Services (UK)
9.	HN	Host Nation
10.	HQ	Headquarters
11.	MOD	Ministry of Defence (UK)
12.	MOU	Memorandum of Understanding
13.	MRS	Medical Reception Station
14.	PWGSC	Public Works and Government Services Canada
15.	RI	Rehabilitation Instructor
16.	SMO	Senior Medical Officer
17.	SOP	Standard Operating Procedure
18.	TA	Technical Authority
19.	UK	United Kingdom
20.	VCR	Visitor Clearance Request

2. Scope

2.1. **Aim.** The aim of this Statement of Work (SOW) is to initiate a contract through Public Works & Government Services Canada (PWGSC), for the provision of Pharmaceutical services for the Department of National Defence (DND) including the British Army Training Unit (BATUS) at Canadian Forces Base (CFB) Suffield, Ralston, Alberta.

3. Background

3.1. Field Ambulance detachment Suffield, as well as Defence Primary Healthcare (DPHC) (BATUS) Medical Centre, are responsible for provision of medical services at CFB Suffield, which includes support to CF members, support to BATUS members and their entitled dependents. The Pharmacist is responsible for the provision of pharmacy and medical supply to these members.

4. Security

4.1. There is a security requirement with this requirement. All contractors (and any sub-contractors) must possess at least a PWGSC reliability clearance for unescorted access to CFB Suffield as at 01 Oct 2013 pursuant to Treasury Board of Canada Secretariat policy¹. Once the company is security screened by PWGSC it is the responsibility of the company security officer² to provide a Visit Clearance Request (VCR) to the Canadian and Industrial Security Division (CISD) within PWGSC to ensure access to the base. The approved VCR must ultimately be forwarded to CFB Suffield. A recurring visit³ is one that authorizes a series of visits over an extended period of time, up to one year. The VCR is renewable on an annual basis, subject to an on-going requirement.

¹ <http://publiservice.tbs-sct.gc.ca/sim-gsi/publications/spin-amps/2008/2008-03-spin-eng.asp>.

² <http://ssi-iss.tpsgc-pwgsc.gc.ca/msi-ism/ch1/intro-eng.html#ch1-104>

³ <http://ssi-iss.tpsgc-pwgsc.gc.ca/msi-ism/ch6/prtcl-eng.html#ch6-601>

5. Tasks and Deliverables

5.1. The contractor must deliver the following specified tasks:

5.1.1. General. The contractor must provide the services of one (1) pharmacist Monday to Friday, at CFB Suffield, between the hours of 08:00 – 1600⁴. Schedule changes due to statutory holidays or special circumstances to be agreed by both the Contractor and Base Surgeon and Senior Medical Officer (SMO) BATUS.

5.1.2. Drug profiles. The contractor must maintain and evaluate patient drug profiles including:

5.1.2.1. Proper selection and dosing of drugs according to drug properties and clinical needs of the patient.

5.1.2.2. Checking and recording drug hypersensitivities, adverse effects and interactions.

5.1.2.3. Keep physicians and other medical staff aware of drug adverse reactions, as well as other relevant drug information.

5.1.2.4. Provide orientation and in-service education on an on-going basis to CFB Suffield staff (all levels) who require knowledge of drug therapy, as needed.

5.1.2.5. Serve on the Medication Review Committee as an advisor.

5.1.2.6. Serve as an advisor to the Base Surgeon and SMO BATUS on matters on, but not limited to, inventory levels and drug availability.

5.1.2.7. Recommend and assist in the development of policies and procedures regarding the safe and effective use of medications at CFB Suffield.

5.1.2.8. Provide advice to all the medical, nursing and administrative staff on matters pertaining to pharmacy service, and serve as liaison between these disciplines on pharmacy issues.

5.1.2.9. Ensure proper distribution, labelling, control and administration of medication.

5.1.2.10. Review drug errors and adverse drug reactions.

5.1.3. **Dispensing Services.** The contractor must ensure the following:

5.1.3.1. Maintain a computerized pharmacy system service at CFB Suffield compliant with both Canadian and DPHC policy.

5.1.3.2. Ensure compliance with relevant UK Security Operating Procedures and Defence Medical Information Capability (DMICP) user policies⁵.

5.1.3.3. Maintain the pharmacy policy and procedure manual.

5.1.3.4. Maintain nation-specific⁶ night pharmacies⁷ as directed by the Base Surgeon and SMO BATUS, together with required stock management.

⁴ See para 9.

⁵ Publications available on request.

⁶ 1 x Canadian and 1 x UK.

⁷ Locked night cabinet with pre-dispensed medication with required nation-specific over labeling.

5.1.3.5. Maintain a DPHC (BATUS) pharmacy as directed by the SMO BATUS, from which BATUS physicians will dispense British pharmaceuticals to BATUS personnel, together with the required stock management of this pharmacy.

5.1.3.6. Evaluate patient drug regimens and relate any concerns to the other healthcare staff, and maintain current medication profiles for each patient, which will be available on demand to medical staff and physicians.

5.1.3.7. Fill and deliver new orders within 48 hours, subject to drug availability.

5.1.3.8. Screen refill orders, fill and dispense as needed.

5.1.3.9. Ensure narcotics and controlled drugs are accounted for in accordance with legal requirements of Canada⁸ and where no conflict exists with UK regulations.

5.1.3.10. Adhere to all other Canadian and Canadian Forces (CF) Pharmacy regulations and policy⁹. Where British personnel and/or British pharmaceuticals are concerned, and where British pharmacy policy is more stringent than Canadian or CF policy, British policy will be followed upon request.

5.1.3.11. Ensure the use of preferred generic drugs whenever possible, unless otherwise specifically ordered.

5.1.4. Inventory Tasks. The contractor must complete the following:

5.1.4.1. Ensure that unused supplies in the pharmacy are returned to the supplier and credited if applicable.

5.1.4.2. Ensure adequate supplies of emergency drugs and monitor inventory according to historical demand.

5.1.4.3. Ensure timely and sufficient stock management is implemented for medicines through the relevant supply chain.

5.1.5. The Contractor must practice pharmaceutical care and assist the patient in making informed choices.

5.1.6. The Contractor must ensure that CF Members and all entitled persons are dispensed appropriate medications, medical supplies, and vaccine supplies as defined within the CF Drug Benefit List or CF Med Supply Manual¹⁰.

5.1.7. The Contractor must ensure that BATUS personnel and their dependents are dispensed appropriate UK medications, medical supplies and vaccine supplies in line with the UK Defence Primary Care Formulary with UK-specific labelling. If urgent non stocked items are required for BATUS personnel, appropriate Host Nation (HN) medication may be used in consultation with SMO BATUS and with clear explanation to the patient about the medication.

5.1.8. The Contractor must provide drug information, including, but not limited to, standard manufacturer and regulatory drug information.

5.1.9. The contractor must educate staff and patient, including, but not limited to, providing standard manufacturers and regulatory guidance on medication

⁸ See para 8.

⁹ See para 8.

¹⁰ Publication available on request.

5.1.10. The Contractor must supervise the medication processing system to ensure the minimization of errors, the protection of the patients, and the support of medical staff.

5.1.11. The Contractor must adhere to standards and practices as defined by the Alberta College of Pharmacists or the Pharmacy standards and policies of the CF whichever is more stringent¹¹.

5.1.12. The Contractor must comply with relevant Defence Primary Healthcare pharmacy policy, BATUS Pharmacy Standard Operating Procedures (SOPs) and UK pharmaceutical laws¹², as long as it does not conflict with HN pharmacy legislation.

5.1.13. The Contractor must comply with all required Canadian, CF policy obligations when providing pharmacy services.

5.1.14. The contractor must engage with DMS Significant Event Reporting.

6. Constraints

6.1. The Contractor is only authorized to introduce or bring onto the premises of CFB Suffield those personal objects that are approved by the Base Surgeon. In case of any doubt, the Contractor must obtain written authorization from the Base Surgeon or his designate.

7. Scope of Work

7.1. **Hours of operation.** The pharmacist will be required to provide five 8 hour sessions per week Monday to Friday. It is estimated that the pharmacist will be required to work 50 weeks per year. The weeks when services are not required are over the Christmas holidays¹³.

7.2. **Location.** The Pharmacist will work in the Medical Centre within CFB Suffield.

8. Compliance

8.1. Regulations. The contractor must operate in accordance with the following regulations:

8.1.1. Controlled Drugs and Substances Act¹⁴

8.1.2. Benzodiazepines and Other Targeted Substances Regulations¹⁵

8.1.3. Narcotic Control Regulation¹⁶

8.2. The following UK legislation should be applied to BATUS Pharmacy provision unless there is a conflict with HN legislation whereby HN legislation has supremacy¹⁷.

8.2.1. The Medicines Act 1968.

8.2.2. The Human Medicines Regulations 2012.

8.2.3. The Misuse of Drugs Act 1971 and The Misuse of Drugs Regulations 2001.

8.2.4. The Controlled Drugs (Supervision of Management and Use) Regulations 2013.

¹¹ Standards and practices available on request.

¹² Publications available on request

¹³ Routinely, to be a two week period encompassing Christmas and New Year (e.g. 20 Dec 16 to 3 Jan 17). Exact dates to be confirmed by TA by 31 Oct annually.

¹⁴ <http://laws.justice.gc.ca/en/showtdm/cs/C-38.8>

¹⁵ <http://laws.justice.gc.ca/en/showtdm/cr/SOR-2000-217>

¹⁶ <http://laws.justice.gc.ca/en/showtdm/cr/C.R.C.c.1041>

¹⁷ Publications available on request

8.2.5. The Health Act 2009.

8.2.6. The Poisons Act 1972.

8.3. **License.** The pharmacist must be qualified and licensed to perform the work. In particular, but not limited to:

8.3.1. Must hold a current Practice Permit from the Alberta College of Pharmacists and provide a letter of good standing.

8.3.2. Must have the necessary qualifications, experience and applicable education (Baccalaureate degree in Pharmacy or equivalent) and licenses, in accordance with the regulations at para 8.1, to perform the work.

8.3.3. Those persons who, in exceptional circumstances and only with the agreement of the Base Surgeon and SMO BATUS, might be delegated by the Contractor to perform the contracted work, are similarly qualified, licensed and experienced.

8.3.4. The Contractor must ensure they comply with all relevant Canadian, CF or DPHC policies with regards to safe security of the pharmacy.

8.3.5. The Contractor must ensure they undertake all mandatory DPHC training.

9. **Absence.** In the event of pharmacist absence, sick or holidays, the Contractor is responsible to ensure replacement staff is provide, and replacement staff and must hold same security and ability to dispense pharmaceuticals as indicated in this requirement.

10. **Future Provision.** DPHC retains the right to supplementation of pharmacy manning in order to aid with the delivery of pharmacy provision to BATUS personnel.

11. **Language.** All work including tasks and deliverables will be completed in the English language, spoken and written.

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ANNEX "B" - BASIS OF PAYMENT

- Rates quoted must include ALL relative costs associated with providing the service in accordance with the Statement of Work, Annex "A", contained herein and remain firm for the period of the Contract.
- GST is not to be included in the firm unit prices but will be added to any invoice issued against the Contract.
- Offerors must provide a price for each line item to be considered responsive.

Description	Firm Unit Price (\$)
A. <u>Contract Period: May 01, 2017 to April 30, 2018.</u> Licensed Pharmacist inclusive of professional fees and travel expenses to CFB Suffield in accordance with Annex A – Statement of Work	\$ _____/year
B. <u>Contract Period: May 01, 2018 to April 30, 2019.</u> Licensed Pharmacist inclusive of professional fees and travel expenses to CFB Suffield in accordance with Annex A – Statement of Work	\$ _____/year
C. <u>Contract Period: May 01, 2019 to April 30, 2020.</u> Licensed Pharmacist inclusive of professional fees and travel expenses to CFB Suffield in accordance with Annex A – Statement of Work	\$ _____/year
Total Bid Price (A + B+ C)	\$ _____

ANNEX "C" – MINIMUM MANDATORY AND POINT-RATED TECHNICAL CRITERIA

MINIMUM MANDATORY CRITERIA

The mandatory requirements are listed below; they must all be met or exceeded in order for a bid to be compliant.

If available, the Bidder include should supporting information with their bid and make reference in the table below as to where the supporting information can be found in the bid package.

Should the Bidder not provide supporting information with their bid, it may be requested for clarification. No additional information will be requested or accepted.

Failure to provide the requested supporting information within two (2) business days of request will render the bid **non-responsive** with no further consideration given.

Bidders MUST fill out the column indicating compliance or non-compliance for each requirement.

Failure to complete this column at time of bid submission will result in your bid being deemed non-responsive.

MINIMUM MANDATORY CRITERIA

	Specifications	Meets	Does not meet	Supporting Information
1	Must hold a current Practice Permit from the Alberta College of Pharmacists and provide a letter of good standing.			
2	Must have the necessary qualifications, experience and applicable education (Baccalaureate degree in Pharmacy or equivalent) and licenses, in accordance with the regulations at para 8.1 in Annex "A" – Statement of Work, to perform the work.			

POINT-RATED TECHNICAL CRITERIA

Bidders must obtain the required minimum of 30 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 50 points.

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. Bidders must demonstrate in their bid how they meet the experience in items 1 and 2.

Instructions to Offeror:

Scoring will be completed by the Evaluation Team. Do not insert any points with your Offer.

Item	Experience	Points
1.	Clinical Experience Two (2) years of experience required. Twenty (20) points awarded for two (2) years of required experience. Two (2) points will be awarded for each subsequent year of experience in a clinical setting, up to a maximum of ten (10) points.	/30
2.	Experience with Pharmacy Patient Care IT Programs One (1) year experience required. Ten (10) points awarded for one (1) year of experience. Two (2) points awarded for each subsequent year of experience using Pharmacy Patient Care IT programs, up to a maximum of ten (10) points.	/20
	Maximum score available	50
	Minimum score required	30
	Total points awarded	/50

ANNEX "D" - INSURANCE REQUIREMENTS

Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

Medical Malpractice Liability Insurance

1. The Contractor must obtain Medical Malpractice Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per loss and in the annual aggregate, inclusive of the defence costs.
2. Coverage is for what is standard in a Medical Malpractice policy and must be for claims arising out of the rendering or failure to render medical services resulting in injury, mental injury, illness, disease or death of any person caused by any negligent act, error or omission committed by the Contractor in or about the conduct of the Contractor's professional occupation or business of good samaritan acts.
3. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

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4. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

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ANNEX "E" - SECURITY REQUIREMENTS CHECK LIST

(as attached)

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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		DND, CFB SUFFIELD		2. Branch or Directorate / Direction générale ou Direction BATUS	
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 For the provision of Pharmaceutical services for the Department of National Defence including the British Army Training Unit (BATUS) at Canadian Forces Base Suffield, Ralston, Alberta.					
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 type="checkbox"/>		NATO / OTAN <input checked="" 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		All NATO countries Tous les pays de l'OTAN		No release restrictions Aucune restriction relative à la diffusion	
Not releasable À ne pas diffuser					
Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays:		Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays:		Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information					
PROTECTED A PROTÉGÉ A		NATO UNCLASSIFIED NATO NON CLASSIFIÉ		PROTECTED A PROTÉGÉ A	
PROTECTED B PROTÉGÉ B		NATO RESTRICTED NATO DIFFUSION RESTREINTE		PROTECTED B PROTÉGÉ B	
PROTECTED C PROTÉGÉ C		NATO CONFIDENTIAL NATO CONFIDENTIEL		PROTECTED C PROTÉGÉ C	
CONFIDENTIAL CONFIDENTIEL		NATO SECRET NATO SECRET		CONFIDENTIAL CONFIDENTIEL	
SECRET SECRET		COSMIC TOP SECRET COSMIC TRÈS SECRET		SECRET SECRET	
TOP SECRET TRÈS SECRET				TOP SECRET TRÈS SECRET	
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT)				TOP SECRET (SIGINT) TRÈS SECRET (SIGINT)	

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
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Canada



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PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité:

☒ No
Non ☐ Yes
Oui

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

☒ No
Non ☐ Yes
Oui

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

Document Number / Numéro du document:

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

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

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

Special comments:

Commentaires spéciaux: This SRCL is being submitted as the contractor requires unescorted access to a Controlled Access Zone/Area

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

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

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?
if Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté?

☒ No
Non ☐ Yes
Oui
☒ No
Non ☐ Yes
Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

☒ No
Non ☐ Yes
Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

☒ No
Non ☐ Yes
Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

☒ No
Non ☐ Yes
Oui

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

☒ No
Non ☐ Yes
Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

☒ No
Non ☐ Yes
Oui



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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	<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"/>
Production	<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 Media / Support TI	<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).

Solicitation No. - N° de l'invitation
W0142-17X021/A
Client Ref. No. - N° de réf. du client
W0142-17X021

Amd. No. - N° de la modif.
File No. - N° du dossier
6-39062

Buyer ID - Id de l'acheteur
ca1141
CCC No./N° CCC - FMS No./N° VME

ANNEX "F" to PART 3 OF THE BID SOLICITATION - ELECTRONIC PAYMENT INSTRUMENTS

The Bidder accepts any of the following Electronic Payment Instrument(s):

- ☐ () VISA Acquisition Card;
- ☐ () MasterCard Acquisition Card;
- ☐ () Direct Deposit (Domestic and International);
- ☐ () Electronic Data Interchange (EDI);
- ☐ () Wire Transfer (International Only);
- ☐ () Large Value Transfer System (LVTS) (Over \$25M)