



National Defence

Défense nationale

National Defence Headquarters
Ottawa, Ontario
K1A 0K2

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

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

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

By e-mail to: - Par courriel au :

Natalie.Provost@forces.gc.ca

Natalie Provost,
Director Services Contracting (D Svcs C) 3-2-5
Direction – Contrats de services (DC Svcs) 3-2-5

Proposal To: National Defence Canada

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

Proposition à : Défense nationale Canada

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens et services énumérés ici et sur toute feuille ci-annexée, au(x) prix indique(s).

Title/Titre Recruit Medical Analyst	Solicitation No – N° de l'invitation W6369-17-A042
Date of Solicitation – Date de l'invitation 28 February – Février 2017	
Address Enquiries to – Adresser toutes questions à Name: Natalie Provost E-mail: Natalie.Provost@forces.gc.ca	
Telephone No. – N° de téléphone 819-939-8506	FAX No – N° de fax
Destination See herein Voir ci-inclus	

Instructions:

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

Instructions:

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

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

At – à : 2 :00pm – 14h00
Eastern Daylight Time (EDT) – Heure avancée de l'Est (HAE)

On - le : 10 April – Avril 2017

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



TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION 4

1.1 INTRODUCTION.....4

1.2 SUMMARY4

1.3 DEBRIEFINGS5

PART 2 - BIDDER INSTRUCTIONS 6

2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS6

2.2 SUBMISSION OF BIDS.....6

2.3 FORMER PUBLIC SERVANT.....7

2.4 ENQUIRIES - BID SOLICITATION.....8

2.5 APPLICABLE LAWS.....9

PART 3 - BID PREPARATION INSTRUCTIONS..... 9

3.1 BID PREPARATION INSTRUCTIONS9

3.2 SECTION I: TECHNICAL BID9

3.3 SECTION II: FINANCIAL BID.....9

3.4 SECTION III: CERTIFICATIONS10

ATTACHMENT 1 TO PART 3, PRICING SCHEDULE11

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION..... 13

4.1 EVALUATION PROCEDURES.....13

4.2 BASIS OF SELECTION.....13

ATTACHMENT 1 TO PART 4 TECHNICAL CRITERIA14

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION 15

5.1 CERTIFICATIONS REQUIRED WITH THE BID15

5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION15

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS..... 17

6.1 SECURITY REQUIREMENTS.....17

PART 7 - RESULTING CONTRACT CLAUSES 18

7.1 STATEMENT OF WORK.....18

7.2 STANDARD CLAUSES AND CONDITIONS.....19

7.3 SECURITY REQUIREMENTS19

7.4 TERM OF CONTRACT20

7.5 AUTHORITIES20

7.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS21

7.7 PAYMENT21

7.8 INVOICING INSTRUCTIONS23

7.9 CERTIFICATIONS AND ADDITIONAL INFORMATION.....23

7.10 APPLICABLE LAWS.....24

7.11 PRIORITY OF DOCUMENTS24

7.12 SACC MANUAL CLAUSES24

7.13 FOREIGN NATIONALS (CANADIAN CONTRACTOR)24

7.14 INSURANCE – NO SPECIFIC REQUIREMENT24



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Ottawa (Ontario)
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ANNEX “A” STATEMENT OF WORK..... 25

ANNEX “B” BASIS OF PAYMENT 28

ANNEX “C” SECURITY REQUIREMENTS CHECK LIST 30

ANNEX “D” ELECTRONIC PAYMENT INSTRUMENTS..... 34

ANNEX “E” DND 626 TASK AUTHORIZATION FORM 35



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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, Security Requirements, the Security Requirements Checklist, the Electronic Payment Instruments, and DND 626 Task Authorization Form.

1.2 Summary

- 1.2.1 This bid solicitation is being issued to satisfy the requirement of the Department of National Defence (DND) for one (1) Bilingual Medical Doctor (Recruit Medical Analyst) services, and will also include up to two (2) additional Bilingual Medical Doctors on an “as and when requested basis” using DND 626 – Task Authorizations. It is intended to result in the award of one (1) contract for one (1) year, plus two (2) one-year irrevocable options allowing Canada to extend the term of the contract.
- 1.2.2 There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, 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”.
- 1.2.3 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 Canada-Peru Free Trade Agreement (CPFTA), the Canada-Columbia Free Trade Agreement (CCoIFTA), and the Canada-Panama Free Trade Agreement (CPanFTA), and the Agreement on Internal Trade (AIT).



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- 1.2.4 The Federal Contractors Program (FCP) for employment equity applies to this procurement; see Part 5 – Certifications and Additional Information, Part 7 - Resulting Contract Clauses and the annex titled [*Federal Contractors Program for Employment Equity - Certification*](#).

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.



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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>) 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.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 120 days

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

2.2 Submission of Bids

Bids must be submitted only to DND by the date, time and place indicated on page 1 of the bid solicitation.

Unless specified otherwise in the RFP, bids must be received by DND at the electronic address identified by the date, time and place indicated on page 1 of the solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile to DND will not be accepted.

2.2.1 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. DND will confirm receipt of documents. It is the Bidder's responsibility to ensure that the DND has received the entire submission. Bidders should not assume that all documents have been received unless DND 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 FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

2.3.1 Definitions

For the purposes of this clause:

- (i) "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.
- (ii) "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.
- (iii) "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.



2.3.2 Former Public Servant in Receipt of a Pension

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

Yes () No ()

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

- (i) name of former public servant;
- (ii) date of termination of employment or retirement from the Public Service.
- (iii) 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](#).

2.3.3 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:

- (i) name of former public servant;
- (ii) conditions of the lump sum payment incentive;
- (iii) date of termination of employment;
- (iv) amount of lump sum payment;
- (v) rate of pay on which lump sum payment is based;
- (vi) period of lump sum payment including start date, end date and number of weeks;
- (vii) 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 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.



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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 by e-mail.

Section II: Financial Bid: one (1) soft copy by e-mail.

Section III: Certifications: one (1) soft copy by e-mail.

3.2 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.

3.3 Section II: Financial Bid

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

3.3.1 Electronic Payment of Invoices – Bid

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

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



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

3.3.2 Exchange Rate Fluctuation

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

The requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All bids including such provision will render the bid non-responsive.

3.4 Section III: Certifications

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



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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 firm all inclusive (excepting Applicable Taxes) hourly rate (in Cdn \$) for each of the resource categories identified.

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 rates specified below, when quoted by the Bidder, include any of the following expenses that may need to be incurred to satisfy the terms of any contract that may result from its bid:



Table 1: Resources

Category of Personnel	Firm All-Inclusive Hourly Rate (Cdn \$)	Level of Effort for Services (Estimated)	Total (Cdn \$)
	A	B	C = A x B
Period of the Contract: date of the Contract to one (1) year later.			
Bilingual Medical Doctor (1)	\$	1800 hours	\$
Total, Period of the Contract			\$
Period of the Contract: date of the Contract to one (1) year later.			
Bilingual Medical Doctor (2)	\$	900 hours	\$
Total, Period of the Contract			\$
Period of the Contract: date of the Contract to one (1) year later.			
Bilingual Medical Doctor (3)	\$	900 hours	\$
Total, Period of the Contract			\$
Extended Contract period 1: end of initial period of the Contract to one (1) year later.			
Bilingual Medical Doctor (1)	\$	1800 hours	\$
Total, Extended Contract period 1			\$
Extended Contract period 1: end of initial period of the Contract to one (1) year later.			
Bilingual Medical Doctor (2)	\$	900 hours	\$
Total, Extended Contract period 1			\$
Extended Contract period 1: end of initial period of the Contract to one (1) year later.			
Bilingual Medical Doctor (3)	\$	900 hours	\$
Total, Extended Contract period 1			\$
Extended Contract period 2: end of extended Contract period 1 to one (1) year later.			
Bilingual Medical Doctor (1)	\$	1800 hours	\$
Total, Extended Contract period 2			\$
Extended Contract period 2: end of extended Contract period 1 to one (1) year later.			
Bilingual Medical Doctor (2)	\$	900 hours	\$
Total, Extended Contract period 2			\$
Extended Contract period 2: end of extended Contract period 1 to one (1) year later.			
Bilingual Medical Doctor (3)	\$	900 hours	\$
Total, Extended Contract period 2			\$
Evaluated Price, inclusive of all periods (Applicable Taxes excluded)			\$
Applicable Taxes			\$



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PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.

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 evaluation criteria are detailed in “**Attachment 1 to Part 4**”.

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**”.

4.1.2.1 Mandatory Financial Criteria

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

4.2 Basis of Selection

4.2.1 Mandatory Technical Criteria

SACC Manual Clause [A0031T](#) (2010-08-16), Basis of Selection – Mandatory Technical Criteria

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



ATTACHMENT 1 to PART 4 TECHNICAL CRITERIA

1. Each proposed resource must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.
2. Bids which fail to have at least three (3) proposed resources meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately for each proposed resource.
3. Bidders are requested to include a narrative summary to aid in the evaluation process, as well as a résumé. In all cases, simply referring to pages of a CV is not a suitable response.

#	MANDATORY TECHNICAL CRITERION (MT)	BID PREPARATION INSTRUCTIONS
ONE (1) BILINGUAL MEDICAL DOCTOR AND TWO (2) ADDITIONAL BILINGUAL MEDICAL DOCTORS		
MT1	The Bidder must demonstrate that each proposed resource possess: A certificate of registration in good standing with one of the provincial Colleges of Physicians and Surgeons, allowing them to practice medicine in a Canadian Province.	The Bidder must provide a copy of the certificate or other verifiable proof issued by the provincial Colleges of Physicians and Surgeons.
MT2	The Bidder must demonstrate that each proposed resource has a minimum of three (3) years of experience within the last five (5) years in providing Non Urgent primary patient health care.	
MT3	The Bidder must demonstrate that each proposed resource has a minimum of (1) year of experience within the last five (5) years working in Microsoft Word 2010.	
MT4	The Bidder must demonstrate that each proposed resource has a minimum of six (6) months experience within the last (5) years using an electronic health record system.	
MT5	The Bidder must demonstrate that each proposed resource has appropriate and current Medical Liability Insurance (Canadian Medical Protective Association (CMPA)).	The Bidder must provide a copy of the Insurance coverage.



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PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless 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) (<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 specified 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) (<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#afed) website (http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969#afed).

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



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Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex [Federal Contractors Program for Employment Equity - Certification](#), before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

5.2.3.2 Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.



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PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

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 7 - 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 7 - 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;

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.

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.



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PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.1.1 Optional Goods and/or Services

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at **Annex "A"** of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

7.1.2 Task Authorization

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

7.1.2.1 Task Authorization Process

For up to two (2) additional Bilingual Medical Doctors on an as and when requested basis:

The Technical Authority will provide the Contractor with a description of the task using the "DND 626, Task Authorization Form" form specified in **Annex "E"**.

The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis and methods of payment as specified in the Contract.

The Contractor must provide the Technical Authority, within five (5) calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.

The Contractor must not commence work until a TA authorized by the Technical Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

7.1.2.2 Canada's Obligation - Portion of the Work - Task Authorizations

Canada's obligation with respect to the portion of the Work under the Contract that is performed through task authorizations is limited to the total amount of the actual tasks performed by the Contractor.

7.1.2.3 Task Authorization - Department of National Defence



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The administration of the TA process will be carried out by the Technical Authority. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

7.2 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.

7.2.1 General Conditions

2035 - (2016-04-04) - General Conditions - Higher Complexity - Services, apply to and form part of the Contract, with the following modifications:

a. Definition of Minister is modified as follows:

b. "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.

7.2.2 Supplemental General Conditions

SACC Manual Clause 4008 (2008-12-12) Personal Information, apply to and form part of the Contract.

7.3 Security Requirements

The following security requirements (*SRCL and related clauses provided by ISP*) apply and form part of the Contract.

7.3.1 SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE # W6369-17-A042

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**.



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- 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).

7.4 Term of Contract

7.4.1 Period of the Contract

The Work is to be performed during the period from the date of the Contract to one year later.

7.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

7.4.3 Termination on Thirty Days' Notice

Canada reserves the right to terminate the Contract at any time in whole or in part by giving thirty (30) calendar days written notice to the Contractor.

In the event of such termination, Canada will only pay for costs incurred for services rendered and accepted by Canada up to the date of the termination. Despite any other provision of the Contract, there will be no other costs that will be paid to the Contractor as a result of the termination.

7.5 Authorities

7.5.1 Contracting Authority [To be specified in the resulting Contract]

The Contracting Authority for the Contract is:

Name: _____
 Title: _____
 Organization: _____
 Address: National Defence Headquarters
 Attention: **insert designation**
 101 Colonel By Drive
 Ottawa, Ontario
 K1A 0K2
 Telephone: ____-____-_____
 Facsimile: ____-____-_____
 E-mail address: _____



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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.

7.5.2 Technical Authority [To be specified in the resulting Contract]

The Technical Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: National Defence Headquarters
Attention: [insert designation]
101 Colonel By Drive
Ottawa, Ontario
K1A 0K2
Telephone: _____
Facsimile: ____ - ____ - ____
E-mail: _____.

The Technical Authority named above 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.

7.5.3 Contractor's Representative [To be specified in the resulting Contract]

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

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Payment

7.7.1 Basis of Payment – Firm Price – Services

For the work described in 1.1 of the Statement of Work in **Annex “A”** the Contractor will be paid a Firm All-Inclusive Hourly Rate, as determined in accordance with **Annex “B”**, to a Limitation of Expenditure of \$ [amount to be detailed in the resulting contract]. Customs duties are included and Applicable Taxes are extra.



7.7.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ [amount to be detailed in the resulting contract]. Customs duties are included and Applicable Taxes are extra.

No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.

The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- (i) when it is 75 percent committed, or
- (ii) four (4) months before the contract expiry date, or
- (iii) as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, 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.

7.7.4 Monthly Payment

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:

- (i) 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;
- (ii) all such documents have been verified by Canada;
- (iii) the Work performed has been accepted by Canada.

7.7.5 Taxes – Foreign-based Contractor

Unless specified otherwise in the Contract, the price includes no amount for any federal excise tax, state or local sales or use tax, or any other tax of a similar nature, or any Canadian tax whatsoever. The price, however, includes all other taxes. If the Work is normally subject to federal excise tax, Canada will, upon request, provide the Contractor a certificate of exemption from such federal excise tax in the form prescribed by the federal regulations.

Canada will provide the Contractor evidence of export that may be requested by the tax authorities. If, as a result of Canada's failure to do so, the Contractor has to pay federal excise tax, Canada will reimburse the Contractor if the Contractor takes such steps as Canada may require to recover any payment made by the Contractor. The Contractor must refund to Canada any amount so recovered.

7.7.6 Electronic Payment of Invoices – Contract



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K1A 0K2

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

[List to be updated in the resulting contract]

- (i) Visa Acquisition Card;
- (i) MasterCard Acquisition Card;
- (ii) Direct Deposit (Domestic and International);
- (iii) Electronic Data Interchange (EDI);
- (iv) Wire Transfer (International Only);
- (v) Large Value Transfer System (LVTS) (Over \$25M)

7.7.7 Discretionary Audit

C0705C (2010-01-11), Discretionary Audit

7.7.8 Time Verification

C0711C (2008-05-12), Time Verification

7.8 Invoicing Instructions

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:

- (i) a copy of time sheets to support the time claimed;

Invoices must be distributed as follows:

- (i) One (1) original copy must be forwarded to the Technical Authority identified under the section entitled "Authorities" of the Contract.
- (ii) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

7.9 Certifications and Additional Information

7.9.1 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.



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K1A 0K2

7.9.2 Federal Contractors Program for Employment Equity - Default by the Contractor

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

7.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____. *(The name of the province or territory as specified by the Bidder in its bid will be inserted above, if applicable.)*

7.11 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 supplemental general conditions 4008 (2008-12-12);
- (c) the general conditions 2035 (2016-04-04)
- (d) Annex "A", Statement of Work
- (e) Annex "B", Basis of Payment;
- (f) Annex "C", Security Requirements Check List;
- (g) the signed Task Authorizations (including all of its annexes, if any); and
- (h) the Contractor's bid dated [date to be specified in the resulting Contract].

7.12 SACC Manual Clauses

A9006C (2012-07-16), Defence Contract
A9062C (2011-05-16), Canadian Forces Site Regulations

7.13 Foreign Nationals (Canadian Contractor)

A2000C (2006-06-16), Foreign Nationals (Canadian Contractor)
A2001C (2006-06-16), Foreign Nationals (Foreign Contractor)

7.14 Insurance – No Specific Requirement

G1005C (2016-01-28), Insurance

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.



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ANNEX “A” STATEMENT OF WORK

1. OBJECTIVE:

- 1.1. There is a requirement for the services of one (1) Bilingual Medical Doctor, to perform work as a Recruit Medical Analyst, reviewing the Canadian Armed Forces (CAF) recruit medical questionnaires. The purpose of the review is to determine the medical fitness of possible recruits employed in a military environment.
- 1.2. This requirement will also include two (2) additional Bilingual Medical Doctors on an “as and when requested basis” using the DND 626 Task Authorization, with two (2) one-year option periods.

2. BACKGROUND:

- 2.1. The Canadian Forces Health Services Group Headquarters (CF H Svcs Gp HQ), Directorate of Medical Policy (D Med Pol), Recruit Medical Office is responsible for developing and implementing medical standards for enrolment and employment in the Canadian Armed Forces. The military medical community has a mandate and responsibility to describe, and communicate to the administrative and employment authorities, clear and concise medical requirements of any employment limitation and the capability of CAF members to perform expected duties and tasks safely and effectively. Professional medical recommendations are based on the CAF Universality of Service and CAF Medical Standards.

3. SCOPE

- 3.1. The Recruit Medical Analysts are experienced physicians, who will review CAF recruit medical files, to determine if an applicant meets the Common Enrolment Medical Standard. A secondary duty could include the reviewing of medical files of CAF members and their dependents who are to be employed out of country (OUTCAN) to determine medical viability of the candidates for OUTCAN positions.

4. TASKS AND DELIVERABLES

The resources must perform the following tasks:

- 4.1. Comprehend and apply the Defence Administrative Orders and Directives 5023-0/5023-01/Canadian Forces Publication (CFP) 154, Medical Standards and be trained to operate the Canadian Forces Health Information System (CFHIS) electronic data base, Outlook 2010, Canadian Forces Recruiting Information Management System (CFRIMS).
- 4.2. Review CAF applicants’ paper based medical files, as well as any information that may be in the Canadian Forces Health Information System (CFHIS) and determine medical fitness, as per CAF Common Enrolment Medical Standards. The reviews will be in accordance with the Common Medical Enrollment Standards (CMES) of the CAF.
- 4.3. Analyze, compile, update, enter and validate crucial medical data through the CFHIS system computer based applications.
- 4.4. Advise and communicate to the Directorate of Military Career Administration (DMCA) regarding Medical Employment Limitations of CAF members.



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- 4.5. Review Protected B medical records and develop reports in the approved paper based format and or electronic format on CFHIS specific formats that can be clearly interpreted for senior management.
- 4.6. During the contract, the resource(s) must deliver to the Technical Authority (TA) upon request, all information including all working papers, notes, memoranda and reports. In addition, no information must leave DND, CF H Svcs Gp HQ, D Med Pol premises at 1745 Alta Vista Drive, Ottawa, Ontario, K1A 0K2 nor at 3500 Carling Avenue, Ottawa, Ontario, over the course of the contract. All notes must be provided in either word or excel spreadsheet.

5. MEETINGS

The resource(s) must attend:

- 5.1. Three (3) days after contract award date, a kick-off meeting to clarify the work items, the project objectives, establish a schedule and understand the Client's expectations.
- 5.2. Adhoc Meetings on an as and when required basis by the Technical Authority and/or the Contracting Authority to address concerns and or other unforeseen needs to be met.

6. CONSTRAINTS

- 6.1. DND personnel are normally available from 0800 to 1600hrs Monday to Friday exclusive of statutory holidays. Every effort will be made to ensure the availability of Departmental personnel; however, urgent tasks and other activities may have an impact on scheduling. The resource(s) is expected to plan her/his workload accordingly.

7. TRAINING

- 7.1. The resource(s) must attend training on how to use/navigate CFHIS, CFRIMS, DWAN (Defence Wide Area Network), OUTLOOK 2010 and Excel 2010/word 2010 based forms. Training is estimated to take between 3-5 days to complete and involves online modules as well as hands on training. The training will be provided by DND.
- 7.2. The resource(s) must be available and fully trained prior to the commencement of their duties.

8. LANGUAGE REQUIREMENT

- 8.1. All resources must be fluent in both English and French language. Fluent means that the individuals must be able to communicate orally and in writing without any assistance and with minimal errors.

9. HOURS, LOCATION OF WORK AND WORKSPACE

- 9.1. The resource(s) must work on site. The normal level of effort is expected to be 7.5hrs/day. The current DND facility is at 1745 Alta Vista Drive, Ottawa, Ontario, K1A 0K2. Please note that this workplace is slated to move to the NDHQ Carling Campus by March 2017, located at 3500 Carling Avenue (at Moodie Drive), Ottawa, Ontario, and that the Contractor's workplace will also be moving to the new location. Any Contractor who is employed must be willing to move to the new location.



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K1A 0K2

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K1A 0K2

- 9.2. The contractor will be provided a workspace which will include a cubicle, desk, chair, a DWAN computer, email address, and telephone.



ANNEX “B” BASIS OF PAYMENT

1. Basis of Payment - Firm Hourly Rates

The Contractor will be paid firm hourly rates as follows, for work performed in accordance with the Contract. Customs duties are included, and Applicable Taxes are extra.

2. PERIOD OF THE CONTRACT: FROM THE DATE OF THE CONTRACT TO ONE (1) YEAR LATER

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

2.1 The Contractor will be paid all-inclusive fixed time rates as follows:

Category	All Inclusive Fixed Hourly Rate
Physician (Recruit Medical Analyst) (1)	[\$rate to be specified in the resulting Contract]
Physician (Recruit Medical Analyst) (2)	[\$rate to be specified in the resulting Contract]
Physician (Recruit Medical Analyst) (3)	[\$rate to be specified in the resulting Contract]

Total Estimated Cost: \$[value to be specified in the resulting Contract]

2.1.2 Total Estimated Cost to a Limitation of Expenditure: \$[amount to be specified in the resulting Contract]

With the exception of the fixed time rates specified above, the amounts shown in this section of the annex are estimates only. Minor changes to these estimates will be accepted for billing purposes as the Work proceeds, provided that these changes have the prior approval of the Technical Authority, and provided that the total estimated cost of the Contract does not exceed the aforementioned Limitation of Expenditure.

3. 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.

3.1 EXTENDED CONTRACT PERIOD 1: FROM END OF THE PERIOD OF THE CONTRACT TO ONE (1) YEAR LATER

3.1.1 The Contractor will be paid all-inclusive fixed time rates as follows:

Category	All Inclusive Fixed Hourly Rate
Physician (Recruit Medical Analyst) (1)	[\$rate to be specified in the resulting Contract]
Physician (Recruit Medical Analyst) (2)	[\$rate to be specified in the resulting Contract]



Physician (Recruit Medical Analyst) (3)	\$(rate to be specified in the resulting Contract)
---	--

Total Estimated Labour Cost: \$(value to be specified in the resulting Contract)

3.1.2 Total Estimated Cost to a Limitation of Expenditure: \$(amount to be specified in the resulting Contract)

With the exception of the fixed time rates specified above, the amounts shown in this section of the annex are estimates only. Minor changes to these estimates will be accepted for billing purposes as the Work proceeds, provided that these changes have the prior approval of the Technical Authority, and provided that the total estimated cost of the Contract does not exceed the aforementioned Limitation of Expenditure.

3.2 EXTENDED CONTRACT PERIOD 2: FROM THE END OF EXTENDED CONTRACT PERIOD 1 TO ONE (1) YEAR LATER

3.2.1 The Contractor will be paid all-inclusive fixed time rates as follows:

Category	All Inclusive Fixed Hourly Rate
Physician (Recruit Medical Analyst) (1)	\$(rate to be specified in the resulting Contract)
Physician (Recruit Medical Analyst) (2)	\$(rate to be specified in the resulting Contract)
Physician (Recruit Medical Analyst) (3)	\$(rate to be specified in the resulting Contract)

Total Estimated Labour Cost: \$(value to be specified in the resulting Contract)

3.2.2 Total Estimated Cost to a Limitation of Expenditure: \$(amount to be specified in the resulting Contract)

With the exception of the fixed time rates specified above, the amounts shown in this section of the annex are estimates only. Minor changes to these estimates will be accepted for billing purposes as the Work proceeds, provided that these changes have the prior approval of the Technical Authority, and provided that the total estimated cost of the Contract does not exceed the aforementioned Limitation of Expenditure.



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Ottawa (Ontario)
K1A 0K2

ANNEX "C" SECURITY REQUIREMENTS CHECK LIST

DEC 02 2016

Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat W6369-17-A042
Security Classification / Classification de sécurité UNCLASSIFIED

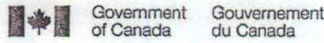
SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction	
NATIONAL DEFENCE		CF H SVCS GP HQ/D MED POL	
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 Recruiting Medical Analysts (Physicians) will review the medical files of applicants to the Canadian Armed Forces.			
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"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/>	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





Contract Number / Numéro du contrat W6369-17-A042
Security Classification / Classification de sécurité UNCLASSIFIED

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 - 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 EMBLEMES			

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-A042
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																
IT Media / Support TI																
IT Link / Lien électronique																

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

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

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

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



National Defence

Défense nationale

National Defence Headquarters
Ottawa, Ontario
K1A 0K2

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

SRCL Signature Page to be inserted in resulting Contract.



National Defence

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ANNEX “D” ELECTRONIC PAYMENT INSTRUMENTS

1. The Bidder accepts to be paid by 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)



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ANNEX "E" DND 626 TASK AUTHORIZATION FORM



TASK AUTHORIZATION AUTORISATION DES TÂCHES

All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.		Contract no. – N° du contrat
		Task no. – N° de la tâche
Amendment no. – N° de la modification	Increase/Decrease – Augmentation/Réduction	Previous value – Valeur précédente
To – À	<p>TO THE CONTRACTOR</p> <p>You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task.</p> <p>Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract.</p> <p>À L'ENTREPRENEUR</p> <p>Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande.</p> <p>Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.</p>	
Delivery location – Expédié à	<p>_____</p> <p>Date _____ for the Department of National Defence pour le ministère de la Défense nationale</p>	
Delivery/Completion date – Date de livraison/d'achèvement		
Contract item no. N° d'article du contrat	Services	Cost Prix
		GST/HST TPS/TVH
		Total
<p>APPLICABLE ONLY TO PWGSC CONTRACTS: The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract.</p> <p>NE S'APPLIQUE QU'ÀUX CONTRATS DE TPSGC : La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.</p>		
<p>_____</p> <p>for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux</p>		

DND 626 (01-05)

Design: Forms Management 993-4050
Conception : Gestion des formulaires 993-4062