

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Bid Receiving - PWGSC / Réception des
soumissions - TPSGC
11 Laurier St. / 11, rue Laurier
Place du Portage , Phase III
Core 0A1 / Noyau 0A1
Gatineau, Québec K1A 0S5
Bid Fax: (819) 997-9776

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 au: Travaux Publics et Services Gouvernementaux Canada

Nous offrons par la présente de vendre à 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(s) prix indiqué(s).

Comments - Commentaires

Vendor/Firm Name and Address
Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution
 Sciences and Software Systems Procurement
 Directorate/Direction de l'approvisionnement en
 sciences et en systèmes logiciels
 11C1, Phase III
 Place du Portage
 11 Laurier St. / 11, rue Laurier
 Gatineau, Québec K1A 0S5

Title-Sujet Longitudinal Study of Operational Stress Injuries / Étude longitudinale sur les traumatismes liés au stress opérationnel	
Solicitation No. - N° de l'invitation M7594-171491/C	Date 28 June 2017
Client Reference No. - N° de référence du client M7594-17-1491	
File No. - N° de dossier 075ss. M7594-171491	CCC No./N° CC – FMS NO. / N° VME
Solicitation Closes – L'invitation prend fin at – à 2:00 PM on – le 8 August / Août 2017	Time Zone Fuseau horaire Eastern Standard Time EST Heure normale de l'Est HNE
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: April Campbell	Buyer Id – Id de l'acheteur 075ss
Telephone No. - N° de téléphone 873-469-4794	FAX No. - N° de FAX 819-997-2229
Destination of Goods, Services and Construction: Destinations des biens, services et construction : Specified Herein Précisé dans les présentes	

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 telephone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

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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, 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 Federal Contractors Program for Employment Equity - Certification, the Insurance Requirements and any other annexes.

1.2 Summary

The Royal Canadian Mounted Police is seeking to undertake a Longitudinal Study of Operational Stress injuries (OSIs), including post-traumatic stress disorder (PTSD) as part of its mental health strategy for members. The services will be undertaken in Regina, Saskatchewan and the results delivered to the National Capital Region (NCR).

Canada will make the RCMP Occupational Health and Safety 2015 Annual Performance Report and the RCMP Disability Management and Accommodation Framework available to bidders upon written request, to the Contracting Authority at article 7.5.1. The two documents are formatted in Adobe pdf format and sent via email.

The services are required for the period of three years from date of contract award, with up to seven option periods of one year each.

There are security requirements associated with this requirement. For additional information, consult Part 6 - Security 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.

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

The requirement is limited to Canadian goods and/or services.

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.

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](#) (2017-04-27) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

2.2 Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

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

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.4 Applicable Laws

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

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

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 (5 hard copies)
Section II: Financial Bid (1 hard copy)
Section III: Certifications (1 hard copy)

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

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 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.

Section II: Financial Bid

3.1.1 Bidders must submit their financial bid in accordance with Annex B, Basis of Payment and the Work Breakdown Structure submitted as part of the technical proposal for Phases 1, 2 and 3. The total amount of Applicable Taxes must be shown separately.

3.1.2 Price Breakdown

Bidders are requested to detail the following elements for each milestone under Phases 1, 2 and 3 of the Work, as applicable:

- | | | |
|-----|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (a) | Labour | For each individual and (or) labour category to be assigned to the Work, indicate: <ul style="list-style-type: none">i) the hourly rate, <u>inclusive of overhead and profit</u>; and,ii) the estimated number of hours; and,iii) the hourly rate, inclusive of overhead and profit for each option period of the contract. |
| (b) | Equipment | Specify each item required to complete the Work and provide the pricing basis of each one, Canadian customs duty and excise taxes included, as applicable. These items will be deliverable to Canada upon completion of the contract. |
| (c) | Materials and Supplies | Identify each category of materials and supplies required to complete the Work and provide the pricing basis. Include only those items that must be purchased specific to the Work at Annex A; general and administrative costs should be included in the overhead. |
| (d) | Subcontracts | Identify any proposed subcontractor and provide for each one the same price breakdown information as contained in this article. |
| (e) | Applicable Taxes | Identify any Applicable Taxes separately. |

3.1.3 The Bidder must identify the firm, all inclusive hourly rate for each individual performing work under the contract for each option year of the contract.

3.1.4 No travel and living expenses will be paid for services provided within the RCMP Training Academy in Regina, Saskatchewan. Further, Canada will not accept any travel and living expenses for travel between the contractor's place of business and the RCMP Training Academy. All of these costs are to be included in the firm all inclusive labour rates requested above.

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.2 Mandatory Technical Criteria

Item	Description	Met	Not Met
M-1	The Bidder must propose a minimum of five resources who are accredited Clinical Psychologists / Psychiatrists with at least 5 years of clinical experience diagnosing and treating PTSD from date of bid closing. Bidder must submit evidence to support accreditation.		
M-2	The Bidder must demonstrate one large scale* research project in a related area of clinician psychology or psychiatry conducted in Canada.		
M-3	The proposed Principal Investigator/Project Manager must demonstrate a Ph.D or a Doctor of Medicine (M.D.) in Clinical Psychology or Psychiatric Medicine related to the diagnosis and treatment of PTSD from a recognized Canadian academic institution, or the equivalent, as established by the Alliance of Credential Evaluation Services of Canada (ACESC) (https://www.cicic.ca/1374/obtain-an-academic-credential-assessment-for-general-purposes/index.canada) if obtained outside Canada. The Bidder must submit a copy of the conferred degree.		
M-4	The Bidder must propose a minimum of one resource for each of the following categories of work: <ul style="list-style-type: none"> • Principle Investigator/Project Authority • Longitudinal Statistical Expert • Health Information Management • Biostatistics Curriculum vitae must be provided to support experience claimed.		

* Large scale is defined as having received funding in excess of \$250,000 CAD over a period not to exceed 3 years.

4.3 Mandatory Financial Criteria

Item	Description	Met	Not Met
MF-1	For each Option Period, the firm, hourly rates proposed by the Bidder for each resource must not increase by more than 5% or decrease by more than 5% from the previous period.		

4.4 Point Rated Technical Criteria

The bidder should address each of the following criteria in sufficient depth to allow for evaluation and provide supporting documentation to demonstrate the criteria has been met.

The scoring is as follows:

Criterion	Maximum Available Points	
R-1	15 points	
R-2	120	
R-3	15	
R-4	70	
R-5	<u>72</u>	
Total	292 points	Minimum Required Score: 204 points

Item	Description	Scoring Methodology	Weight	Available Points
R-1	<p>Work Breakdown Structure</p> <p>The Bidder should provide a Work Breakdown Structure addressing the following items for the first three phases of the work:</p> <ul style="list-style-type: none"> a. Major milestones b. Key tasks and Order of Priority c. Allocation of proposed resources by role / expertise, task / phase, and the associated level of effort in days. 	<p>The work breakdown structure will be scored based on how the Bidder will ensure the tasks and allocation of resources will meet the project delivery date</p> <p>0 unsatisfactory, information is unreasonable and unlikely to achieve the final delivery date</p> <p>2.5 satisfactory, information is provided, and reasonable</p> <p>5 exceeded, information is provided and strongly supports bidders ability to meet the delivery dates</p>	<p>a. x1</p> <p>b. x1</p> <p>c. x1</p>	<p>Max 15 points</p> <p>5</p> <p>5</p> <p>5</p>
R-2	<p>Scientific and/or Technical Value</p> <p>The Bidder must submit a research proposal addressing the Statement of Work at Annex A that demonstrates scientific or technical merit, as detailed in the elements below, of the methodology. Elements to be evaluated include but not limited to a literature review, hypothesis, methodology and research design, and analysis (both a. and b. will be considered in this criteria).</p> <p>The research proposal will be scored based on how the Bidder will ensure the tasks and allocation of resources will meet the project delivery date.</p> <ul style="list-style-type: none"> a. the scientific and/or technical elements are completed in a logical sequence; b. State of the art thinking and practice in the relevant methodological area, analytical approach, and relationships being tested or explored 	<p>0 - The scientific or technical merit provides no evidence to any of the elements detailed above</p> <p>12 - Although the Bidder presents some of the information requested, the proposal lacks the depth to permit any concrete analysis.</p> <p>21 - The Bidder has clearly articulated the scientific or technical merit of 50% of the elements above. The deliverables are clear, the methodology is current, and the technical elements are logical.</p> <p>30 - The Bidder has clearly articulated the scientific or technical merit of each element above. The deliverables are clear, the methodology and approach is current, the technical concept is sound and achievable, the technical elements are logical.</p>	<p>a. x 2</p> <p>b. x 2</p>	<p>Max 120 points</p> <p>60</p> <p>60</p>

Item	Description	Scoring Methodology	Weight	Available Points
R-3	<p>Recruitment and Retention of Participants</p> <p>The Contractor should define the following:</p> <ul style="list-style-type: none"> a. recruitment strategy b. retention strategy c. how the data will be managed, if at all, for participants who have withdrawn from the study 	<p>0 unsatisfactory, information is unreasonable and unlikely to achieve the results needed</p> <p>2.5 satisfactory, information is provided, and reasonable, has a reasonable chance of success</p> <p>5 exceeded, information is provided and strongly supports bidders ability recruit and retain the greatest numbers of participants</p>	<p>a. x 1</p> <p>b. x 1</p> <p>c. x 1</p>	<p>Max 15 points</p> <p>5</p> <p>5</p> <p>5</p>
R-4	<p>Project Manager / Principle Investigator Experience</p> <ul style="list-style-type: none"> a. Demonstrated experience as Principal Investigator > 5 years b. Demonstrated experience with conducting clinical interviews > 5 years c. Demonstrated experience in conducting psychological assessments > 5 years d. Demonstrated experience in assessing PTSD > 5 years e. Demonstrated experience in treating PTSD > 5 years f. Demonstrated experience developing evaluation protocols for psychological assessments > 3 projects g. Demonstrated experience in statistical analysis h. Demonstrated participation in at least 2 large scale research projects* 	<p>Education, skills and experience must be demonstrated in both the Resume of the individual and by providing evidentiary documentation.</p> <p>Points will be awarded on the following basis :</p> <p>For items a) to e), bidders will receive 1 point per year for every year in excess of 5 years from date of bid closing to a maximum of 5 points.</p>	<p>a. x 1</p> <p>b. x 2</p> <p>c. x 2</p> <p>d. x 2</p> <p>e. x 2</p> <p>f. x 2</p> <p>g. x 2</p> <p>h. x 1</p>	<p>Max 70 points</p> <p>5</p> <p>10</p> <p>10</p> <p>10</p> <p>10</p> <p>10</p> <p>10</p> <p>5</p>

Large scale is defined as having received funding in excess of \$250,000 CND over a period not to exceed 3 years.

R-5 Collective Team Qualifications and Experience

For each category of work ~~within the core team~~ as defined in the Work Breakdown **Structure** the core team, the Bidder should check (✓) if the curriculum vitae of the proposed resource clearly demonstrates the following. Points will be awarded on the basis of the total proposed number of resources that demonstrate the qualification for a. through g. Refer to the attached.

Description	Project Manager / Lead Investigator	Health Information Management	Longitudinal Statistics	Biostatistics	Other Epidemiology	Other Psychiatry	Add columns as appropriate	Total
Name of Resource								
a. 1 – 50 peer-reviewed publications in related area								
b. 51+ peer-reviewed publications in related area								
c. 1 – 250 Citations as per Google Scholar								
d. 251+ Citations as per Google Scholar								
e. 1 – 10 H Index as per Google Scholar								
f. 11+ H Index as per Google Scholar								
g. Accreditation in one of the following: <ul style="list-style-type: none"> • Canadian Health Information Management Association (CHIMA); • Statistical Society of Canada; • College of Physicians and Surgeons; • College of Psychologists in the home province. 								

Description		Project Manager / Lead Investigator	Health Information Management	Longitudinal Statistics	Biostatistics	Other Epidemiology	Other Psychiatry	Add columns as appropriate	Total
h.	Demonstrate a minimum of +3 years of experience in workplace mental health								
i.	Demonstrate minimum of 3 years' experience in the category for which the resource is proposed								

H Index (Hirsch, J. E. (2005). An index to quantify an individual's scientific research output. Proceedings of the National Academy of Sciences of the United States of America, 102(46), 16569-16572. doi:10.1073/pnas.0507655102

Information will be validated using Google Scholar.

Scoring Methodology

Item	Score	Description	Weight
R-5	1 pts	1 to 25% of resources demonstrate the qualification or experience	x 2
	2 pts	26 to 50% of resources demonstrate the qualification or experience	x 2
	3 pts	51 to 75% of resources demonstrate the qualification or experience	x 2
	4 pts	76 to 100% of resources demonstrate the qualification or experience	x 2

Example 1: If the Project Manager / Lead Investigator demonstrates on their curriculum vitae 63 peer-reviewed publications in a related area, the Bidder should check both a. and b. of the table above.

Example 2: If Bidder A submits 10 resources, and 5 of those resources (or ½) demonstrate the skill / experience, the total points scored = 2, or 50% of the available points (on a scale of 4), as per the rating guide. Conversely, if Bidder B submits 4 resources, and all of those resources (100%) demonstrate the skill / experience, the total points score is 4, or 100% of the available points (4).

4.5 Financial Evaluation

The total bid price will be determined by calculating the sum of Phase 1, Phase 2 and Phase 3.

4.6 Basis of Selection – Highest Combined Rating of Technical Merit and Price

4.6.1 To be declared responsive, a bid must:

Valuation financière

- a. comply with all the requirements of the bid solicitation;
- b. meet all mandatory technical evaluation criteria
- c. obtain the minimum of 204 points overall for the technical evaluation criteria which are subject to point rating.
The Rating is performed on a scale of 292 points.

Bids not meeting (a) or (b) or (c) will be declared non responsive.

4.6.2 The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70% for the technical merit and 30% for the price.

To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70%.

To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.

For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.

Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

Basis of Selection - Highest Combined Rating Technical Merit (70%) and Price (30%) - Example			
	Bidder 1	Bidder 2	Bidder 3
Overall Technical Score	192 / 292 = 65.75%	241 / 292 = 82.53%	230 / 292 = 78.76%
Bid Evaluated Price	\$1,845,000.00	\$3,150,000.00	\$2,355,000.00
Calculations			
Technical Merit Score	Non-compliant (minimum required score 204)	82.53 * 70% = 57.77	78.76 * 70% = 53.13
Overall Pricing Score		2355 / 3150 = 74.76	2355 / 2355 = 100

Solicitation No. - N° de l'invitation
M7594-171491/A
Client Ref. No. - N° de réf. du client
M7594-17-1491

File No. - N° du dossier
075ss.M7594-171491

Buyer ID - Id de l'acheteur
075ss
CCC No./N° CCC - FMS No./N° VME

Pricing Score /30		$74.76 * 30\% = 22.42$	$100 * 30\% = 30$
Combined Rating		$57.77 + 22.42 = 80.2$	$53.13 + 30 = 83.13$
Overall Rating	n/a	2nd	1st

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

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 Canadian Content

This procurement is limited to Canadian services.

The Bidder certifies that:

() the services offered are Canadian services as defined in paragraph 4 of clause [A3050T](#).

For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult [Annex 3.6](#) (9), Example 2, of the *Supply Manual*.

Bidders should submit this certification completed with their bid. If the certification is not completed and submitted with the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to submit this completed certification. Failure to comply with the request of the Contracting Authority and submit the completed certification will render the bid non-responsive.

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

5.2.2 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.

The Bidder certifies that:

_____ It understands, complies and respects the provisions under the Ineligibility and Suspension Policy.

Does the Bidder have a Board of Directors? _____ Yes _____ No

If so, the Bidder must submit a complete list of names of all individuals who are currently directors of the Bidder. Bidders bidding as sole proprietorship, including those bidding as a joint venture, must provide the name of the owner. **Canada may, at any time**, request that the Bidder provide properly completed and Signed Consent Forms (Consent to a Criminal Verification form – PWGSC-TPSGC 229), for any individuals named in the aforementioned list. (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/229.pdf>)

Name	Title

5.2.2 Former Public Servant

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

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes** () **No** ()

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

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

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

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes** () **No** ()

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;

- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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

5.2.3 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the Employment and Social Development Canada (ESDC) - Labour's website at:

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.

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.

5.3 Additional Certifications Precedent to Contract Award

5.3.1 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.

5.3.2 Education and Experience

Solicitation No. - N° de l'invitation
M7594-171491/A
Client Ref. No. - N° de réf. du client
M7594-17-1491

File No. - N° du dossier
075ss.M7594-171491

Buyer ID - Id de l'acheteur
075ss
CCC No./N° CCC - FMS No./N° VME

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

PART 6 - SECURITY AND OTHER REQUIREMENTS

6.1 Security Requirements

A. 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;
- (d) the Bidder's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
- (e) the Bidder must provide the addresses of proposed sites or premises of work performance and document safeguarding as indicated in Part 3 - Section IV Additional Information.

B. 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.

C. 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.

6.2 Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex D.

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.

7.2 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

2040 (2016-04-04), General Conditions – Research & Development, apply to and form part of the Contract.

7.2.2 Supplemental General Conditions

4008, (2008-12-12) Personal Information, attached at Appendix 1 to Annex A.

7.2.3 Privacy Act and Access to Information Act

A The Contractor acknowledges that Canada is bound by the *Privacy Act*, R.S., 1985, c. P-21, with respect to the protection of personal information as defined in the Act. The Contractor must keep private and confidential any such personal information collected, created or handled by the Contractor under the Contract, and must not use, copy, disclose, dispose of or destroy such personal information except in accordance with this clause and the delivery provisions of the Contract.

As a result of the [Directive on Privacy Practices](#), and other related documents, the Contractor must implement appropriate safeguards to address the following:

- control over the personal information;
- limitations on collection and handling as well as any prohibitions regarding the personal information for the purposes of the contract;
- disposition of the personal information, where relevant;
- administrative, technical and physical safeguards; and
- obligations of other parties acting on behalf of the government institution.

B The Contractor further acknowledges that Canada has obligations under the Access to Information Act, R.S.C., 1985, c. A-1, with respect to providing the right of access to information in records under the control of a government institution. The information and data collected under this contract is considered to be under the control of the RCMP for Privacy Act purposes as the Contractor would neither have the information and data, nor access to the participants to collect the data without this contract and the RCMP facilitation.

C The specific requirements that address the above items can be found in the General Conditions 2040, Supplemental General Conditions 4008, Personal Information, attached as Appendix 1 to Annex A, in the article 7.2.3 entitled "Protection and Security of Data Stored in Databases," article 7.3 entitled "Security Requirements," and Annex A, Statement of Work.

7.2.4 Protection and Security of Data Stored in Databases

A The Contractor must ensure that all the databases containing any information related to the Work are located in Canada or, if the Contracting Authority has first consented in writing, in another country where:

- a. equivalent protections are given to personal information as in Canada under legislation such as the [Privacy Act](#), R.S. 1985, c.P-21, and the [Personal Information Protection and Electronic Documents Act](#), S.C. 2000, c.5, and under any applicable policies of the Government of Canada; and
- b. the laws do not allow the government of that country or any other entity or person to seek or obtain the right to view or copy any information relating to the Contract without first obtaining the Contracting Authority's written consent.

In connection with giving its consent to locating a database in another country, the Contracting Authority may, at its option, require the Contractor to provide a legal opinion (from a lawyer qualified in the foreign country) that the laws in that country meet the above requirements, or may require the Contractor to pay for Canada to obtain such a legal opinion. Canada has the right to reject any request to store Canada's data in a country other than Canada if there is any reason to be concerned about the security, privacy, or integrity of Canada's data. Canada may also require that any data sent or processed outside of Canada be encrypted with Canada-approved cryptography and that the private key required to decrypt the data be kept in Canada in accordance with key management and storage processes approved by Canada.

B The Contractor must control access to all databases on which any data relating to the Contract is stored so that only individuals with the appropriate security clearance are able to access the database, either by using a password or other form of access control (such as biometric controls).

C The Contractor must ensure that all databases on which any data relating to the Contract is stored are physically and logically independent (meaning there is no direct or indirect connection of any kind) from all other databases, unless those databases are located in Canada (or in an another country approved by the Contracting authority under subsection 1) and otherwise meet the requirements of this article.

D The Contractor must ensure that all data relating to the Contract is processed only in Canada or in another country approved by the Contracting Authority under subsection 1.

E The Contractor must ensure that all domestic network traffic (meaning traffic or transmissions initiated in one part of Canada to a destination or individual located in another part of Canada) is routed exclusively through Canada, unless the Contracting Authority has first consented in writing to an alternate route. The Contracting Authority will only consider requests to route domestic traffic through another country that meets the requirements of subsection 1.

F Despite any section of the General Conditions relating to subcontracting, the Contractor must not subcontract (including to an affiliate) any function that involves providing a subcontractor with access to any data relating to the Contract unless the Contracting Authority first consents in writing.

7.3 Security Requirements

To be provided

7.4 Term of Contract

7.4.1 Period of the Contract

The Work is to be performed from date of contract award to 31 March 2021 inclusive.

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 seven additional one year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor within 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.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

April Campbell
Supply Specialist
Public Services and Procurement Canada
Acquisitions Program
Science and Software Systems Procurement Directorate
Place du Portage, Phase III, 11C1
11, rue Laurier
Gatineau, Quebec K1A 0S5

Telephone: 873-469-4794

Email: april.campbell@tpsgc-pwgsc.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.

7.5.2 Technical Authority

The Technical Authority for the Contract is: to be determined.

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

7.5.3 Project Authority

The Project Authority for the Contract is: to be determined.

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 the overall project and the administrative matters concerning 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.

7.5.4 Contractor's Representative

To be determined.

7.6 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

7.7 Payment

7.7.1 Basis of Payment

A. For the Work detailed in Annex A, Statement of Work, except article 16,

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B, to a ceiling price of \$_____. Customs duties are included and Applicable Taxes are extra.

B. For the Work detailed in Annex A, Statement of Work, article 16,

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, to a limitation of expenditure of \$_____. Customs duties are included and Applicable Taxes are extra.

C. Total to a limitation of expenditure of \$_____.

7.7.2 Limitation of Expenditure

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

7.7.3 Method of Payment – Milestone Payments

Canada will make milestone payments in accordance with the Schedule of Milestones detailed at Annex B, Basis of Payment, and the payment provisions of the Contract, up to 90 percent of the amount claimed and approved by Canada if:

- a. an accurate and complete claim for payment using form PWGSC-TPSGC 1111, Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. the total amount for all milestone payments paid by Canada does not exceed 90 percent of the total amount to be paid under the Contract;
- c. all the certificates appearing on form PWGSC-TPSGC 1111 have been signed by the respective authorized representatives;
- d. all work associated with the milestone and as applicable any deliverable required have been completed and accepted by Canada.

The balance of the amount payable (10%) will be paid in accordance with the payment provisions of the Contract upon completion of each Phase of the Work accepted by Canada and a claim for the payment is submitted.

7.7.4 SACC Manual Clauses

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

7.8 Invoicing Instructions

The Contractor must submit a claim for payment using form PWGSC-TPSGC 1111, Claim for Progress Payment. Each claim must show:

- a. all information required on form PWGSC-TPSGC 1111;
- b. all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;
- c. the description and value of the milestone claimed as detailed in the Contract.

Each claim must be supported by

- a. a copy of the invoices, receipts, vouchers for all direct expenses, travel and living expenses;
- b. a copy of the quarterly progress report.

Applicable Taxes must be calculated on the total amount of the claim before the holdback is applied. At the time the holdback is claimed, there will be no Applicable Taxes payable as it was claimed and payable under the previous claims for progress payments.

The Contractor must prepare and certify one copy of the claim on form PWGSC-TPSGC 1111, and forward it to the Project Authority identified under the section entitled "Authorities" of the Contract for appropriate certification after inspection and acceptance of the Work takes place.

The Project Authority will then forward the claim to the Contracting Authority for certification and onward submission to the Payment Office for the remaining certification and payment action.

The Contractor must not submit claims until all work identified in the claim is completed. The Contractor may submit electronic copies, as applicable.

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.

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.

7.9.3 Canadian Content Certification

1. The Contractor warrants that the certification of Canadian Content submitted by the Contractor is accurate and complete, and that the goods, services or both to be provided under the Contract are in accordance with the definition contained in clause [A3050T](#).
2. The Contractor must keep proper records and documentation relating to the origin of the goods, services or both provided to Canada. The Contractor must not, without obtaining before the written consent of the Contracting Authority, dispose of any such records or documentation until the expiration of six (6) years after final payment under the Contract, or until settlement of all outstanding claims and disputes under the Contract, whichever is later. All such records and documentation must at all times during the retention period be open to audit, inspection and examination by the representatives of Canada, who may make copies and take extracts. The Contractor must provide all facilities for such audits, inspections and examinations, and must furnish all such information as the representatives of Canada may from time to time require with respect to such records and documentation.
3. Nothing in this clause must be interpreted as limiting the rights and remedies which Canada may otherwise have pursuant to 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 _____ . (*Insert the name of the province or territory as specified by the Bidder in its bid, 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) Personal Information;
- (c) the general conditions 2040 (2016-04-04) General Conditions - Higher Complexity – Services;
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Insurance Requirements;
- (g) Annex D, Security Requirements Checklist;
- (h) Annex E, Non-Disclosure Agreement;
- (i) the Contractor's bid dated _____, (*insert date of bid*).

7.12 Foreign Nationals (Canadian Contractor)

SACC *Manual* clause [A2000C](#) (A2000C) Foreign Nationals (Canadian Contractor)

7.13 Insurance – Specific Requirements

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
STATEMENT OF WORK
Longitudinal Study of Operational Stress Injuries (OSIs)

1. INTRODUCTION

The Royal Canadian Mounted Police (RCMP)'s mandate is multi-faceted. It includes preventing and investigating crime; maintaining peace and order; enforcing laws; contributing to national security; ensuring the safety of state officials, visiting dignitaries and foreign missions; and providing vital operational support services to other police and law enforcement agencies within Canada and abroad.

The RCMP is unique in the world since it is a national, federal, provincial and municipal policing body, providing a total federal policing service to all Canadians and policing services under contract to the three territories, eight provinces (except Ontario and Quebec), more than 150 municipalities, more than 600 Aboriginal communities and three international airports.

2. BACKGROUND

RCMP members are exposed to higher rates of traumatic events than the general public, particularly Operation Stress Injuries (OSIs). Veterans Affairs Canada defines an OSI as "any persistent psychological difficulty resulting from operational duties". Examples of OSIs are depression, anxiety, phobias, and post-traumatic stress disorder (PTSD), or substance abuse. OSIs can also affect others in the person's life, leading to marital and family problems. Finally, OSIs can produce physical symptoms such as stomach upset, headaches, or sleep problems, and they can also make chronic pain problems worse.

The RCMP recognizes the importance of the mental health¹ and has various prevention and intervention measures in place to improve psychological health and safety for all of its employees (<http://www.rcmp.gc.ca/fam/strat-eng.htm>). Despite these measures, the RCMP continues to lose the services of many members as a result of mental health related issues. For example in 2014, 41.7% of long-term disability claims for RCMP regular members no longer with the force (e.g., medical discharge) were related to mental health conditions. A study out of the University of British Columbia² found that emergency personnel, including police, experience PTSD at twice the rate of the average population.

3. OBJECTIVE

The Royal Canadian Mounted Police (RCMP) is seeking professional services to investigate and identify vulnerabilities and resiliencies (e.g., physiological and or psychological markers³) for OSIs in RCMP members and to provide empirically sound data that will allow for the development of evidence-based interventions to protect regular member mental health. The results are expected to result in the development of long-term plans to support the overall mental health of its members.

¹ <http://www.rcmp-grc.gc.ca/fam/strat-eng.htm>

² <http://www.cmha.bc.ca/files/01-15-15.pdf>

³ Bomyea, J., V. Risbrough, and A.J. Lang (2012). A consideration of select pre-trauma factors as key vulnerabilities in PTSD. *Clinical Psychology Review*, 32, 630-41.

McKeever, V.M. and M.E. Huff, (2003). A diathesis-stress model of posttraumatic stress disorder: Ecological, biological, and residual stress pathways. *Review of General Psychology*, 7, 237-250.

4. RELEVANT INFORMATION

4.1 Glossary / Acronyms

The following represents the terminology and acronyms employed throughout the Contract.

TERM	DEFINITION
Control Group	In a psychology experiment, the control group refers to the group of participants that do not receive the experimental treatment.
Data	Individual and collective facts, statistics, or items of information; this data may come in the form of electronic, paper (survey), physiological (health records), video, audio, observational or other means as defined by the Research Protocol.
Experimental Group	In a psychology experiment, the experimental group (or experimental condition) refers to the group of participants who are exposed to the independent variable.
Ethics Approval	Accredited Ethics approval from RCMP Human Resources Research Review Board (HRRRB)
Members/Regular Members	Sworn officers of the RCMP
Participants	Cadets and Regular Members who have volunteered to participate
Personal Health Information	As defined in the Personal Information Protection and Electronic Documents Act or the provincial Personal Health Information Acts/Regulations, whichever is more rigorous.
Personal Information	As defined in the Privacy Act.
Post-Traumatic Stress Disorder (PTSD)	Post-Traumatic Stress Disorder defined as a mental illness. It involves exposure to trauma involving death or the threat of death, serious injury, or sexual violence (see http://www.cmha.ca/mental_health/post-traumatic-stress-disorder/ and Diagnostic and Statistical Manual of Mental Disorders 5, 2013).
Psychological Assessment	Full and short assessments and frequency. Psychological Assessments are a process of testing that uses a combination of techniques to help arrive at some hypotheses about a person and their behavior, personality and capabilities (http://psychcentral.com/lib/what-is-psychological-assessment/), Assessments are conducted by qualified and trained psychologists, psychiatrists and supervised interns. There are four primary types of testing: Clinical Interview, Intellectual Functioning, Personality Assessment and Behavioural Assessment.
Research Proposal	The Contractor's technical proposal.
Volunteer	Cadets who have agreed to participate in the study through an electronic consent form provided by the Contractor.

4.2 Legislation - Laws, Regulations, Policies, Directives

The following represent the laws, regulations, policies and procedures that the Contractor must be compliant with in providing the required services. In addition, the Contractor must adhere to the Tri-council Policy on the Ethical Conduct for Research Involving Humans (2014)⁴ <http://www.pre.ethics.gc.ca/eng/policy-politique/initiatives/tcps2-eptc2/Default/>.

The laws and regulations of Canada as they relate to the disclosure of personal health information and privacy are considered applicable to the Work stated herein and may include, but are not limited to, the following:

Department of Health Act

<http://www.laws.justice.gc.ca/>

Directive on Privacy Practices

<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=18309§ion=text>

Privacy Act

<http://laws-lois.justice.gc.ca/eng/acts/P-21/index.html>

Personal Information Protection and Electronic Documents Act (PIPEDA)

<http://laws-lois.justice.gc.ca/eng/acts/P-8.6/index.html>

Privacy Regulations

<http://laws-lois.justice.gc.ca/eng/regulations/SOR-83-508/?showtoc=&instrumentnumber=SOR-83-508>

Policy on Access to Information

<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=12453§ion=text>

Policy on Privacy Protection

<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=12510§ion=text>

Protection of Personal Information Regulations

<http://laws-lois.justice.gc.ca/eng/regulations/SOR-78-145/page-1.html#ord>

Medical Devices Regulations

<http://laws-lois.justice.gc.ca/eng/regulations/SOR-98-282/FullText.html>

Royal Canadian Mounted Police Act (RCMP Act)

<http://laws-lois.justice.gc.ca/eng/acts/r-10/>

Operational Security: Management of Information Technology Security (MITS), Standard

<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=12328§ion=HTML>

Policy on Government Security

<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=16578>

⁴ <http://www.pre.ethics.gc.ca/eng/policy-politique/initiatives/tcps2-eptc2/Default/>

Guidance on Securely Configuring Network Protocols, August 2016
https://www.cse-cst.gc.ca/en/system/files/pdf_documents/itsp.40.062-eng.pdf

4.3RCMP Policies

The following policies and procedures are utilized by the RCMP in the delivery of their mental health strategy. This documentation will be made available upon request and upon completion of the Non-Disclosure Agreement attached at Annex E for each resource that will have access to the information.

Health Service Manual - Part III Psychological Services policies

Administrative Manual - Part 11 - 19. Occupational Health Services:-

- G - Emotional Health Services
- H- Psychological Assessments
- J-Foreign Missions Health Care

Administrative Manual - App XIV-1-3 Occupational health care:

- 1- Alcohol, Drug and Gambling dependency

Administrative Manual - App. XIV-1-2 Supplemental Health Care Benefits:

- 13.1 Psychotherapeutic Health Services

Appendix II-19-5 Reporting psychological traumatic events

Administrative Manual - Part 11 - 19. Occupational Health Services:-

- F. Occupational Health including
- F 3. Special Medical Evaluation

Health Service Manual Part II Occupational Health Programs

- 1. Medical Profile System
- 2. Engagement Examination
- 3. Periodic Health Assessments
- 4. Special Assignment Examination
- 5. Special Assessment Examination
- 7. Psychoactive Medication

4.4 Studies / Publications (Resource Examples)

Diagnostic and Statistical Manual of Mental Disorders 5th Edition (DSM-V; 2013).

Groto, C., Prevalence of post-traumatic stress disorder symptoms in the Royal Canadian Mounted Police 1998, University of British Columbia.

Marin, A., In the line of duty: Investigation into how the Ontario Provincial Police and the Ministry of Community Safety and Correctional Services have addressed operational stress injuries affecting police officers, 2012, Ombudsman Ontario.

Marmar, C.R., et al., Predictors of posttraumatic stress in police and other first responders. Ann N Y Acad Sci, 2006. 1071: p. 1-18.

Telch, M.J. The Texas Combat PTSD Risk Project: Study overview in The 33rd Annual Meeting of the Anxiety Disorders Association of America. 2013, April 4-7. La Jolla, California.

Yuan, C., et al., Protective factors for posttraumatic stress disorder symptoms in a prospective study of police officers. *Psychiatry Res*, 2011. 188(1): p. 45-50.

Horswill, S. C., Jones, N. A., & Carleton, R. N. (2015). Preliminary results from an analysis of risk and resilience factors for posttraumatic stress and growth in Saskatchewan police officers. Presented at the 35th annual congress of the Canadian Criminal Justice Association, Regina, Saskatchewan.

El Emam, K., Arbuckle, L., (2014). *Anonymizing Health Data*, O'Reilly Media Inc., Sebastopol, CA

El Emam, K. (2013). *Guide to the De-Identification of Personal Health Information*, CRC Press

5. RCMP DEMOGRAPHICS

There are currently over 18,000 regular members in the RCMP, and up to 1100 new cadets trained each year. Cadets are individuals who are in training to become employed as full time peace officers. Only those cadets who pass the six month training program will be invited to join the RCMP as Members. Cadets will be recruited by the Contractor with the understanding that their participation is expected to continue for five years as part of the Study after they have become Members. Cadets who do not pass the training program will not continue in the Study.

- Approximately 1100 cadets per year at the RCMP Training Academy
- Gender distribution (~80/20 ratio of Male to Female).
- Age distribution 19+ years (average age, 28.5).
- Cadets have a wide range of backgrounds ranging from recent high school graduate to second or third career, including ex-military.
- The RCMP Training Academy initiates instruction of a new troop every 7 to 14 days, or 34 troops per year. Each troop is composed of up to 32 cadets and training takes 26 weeks to complete.

The Geographic distribution of RCMP Members by Province is:

BC	6400	AB	3100
SK	1500	MB	1000
ON	2600	QC	900
ATL	2500	NU	130
YT	150	NT	200

6. SCOPE OF WORK

6.1 Summary

The Work will be divided into set Phases, each with relevant tasks and deliverables.

All work under the Contract must be performed in accordance with the Tri-Council Policy Statement: Ethical Conduct for Researching Involving Humans (<http://www.pre.ethics.gc.ca/eng/policy-politique/initiatives/tcps2-eptc2/Default/>).

At the end of each phase the Contractor must produce a draft report that will be submitted to the Project Authority for approval. The report must include a detailed cost estimate for the subsequent phase. Once approved a final report can be completed for internal release.

The primary outcomes of the contract should be based on clinical interviews and self-report measures completed by the participants, OSI and PTSD symptom incidence, where applicable, as well as biopsychosocial variables of vulnerability and resiliency. Paralleling recent military research⁵, participants will complete regular self-report assessments, provide physiological data, as well as participate in an annual psychological assessment. An efficient way in which to collect and transmit data (physiological, self-report assessments, etc.) would be through a smart phone or similar mobile device.

Under no circumstances will paper copies of any interactions be produced. All assessments, as well as the informed consent, must be done electronically. In addition, the annual psychological assessments cannot be audio/video recorded; the completion of those assessments will be done electronically. At no time will participants be able to access the information of other participants.

6.2 Minimum Participation

In order to obtain statistically useful data, a minimum of 350 participants representing 175 in a Control Group and 175 in the Experimental Group must be maintained throughout the study period. In order to achieve this the Contractor must recruit up to 960 participants to account for attrition. In the event the 960 volunteers is not achieved within 36 months from date of contract award, the Technical Authority will review the recruitment results and determine if the work will proceed or halt. If the decision is to proceed with the Work, the Contracting Authority may exercise the first option period after determining the number of additional troops that will be required to recruit and the requisite cost. Should the decision be to halt the Work, the Contractor must undertake no further Work. All de-personalized data collected up to that date will be provided to the Technical Authority

For the purposes of this contract, it is estimated that approximately 75% of all cadets will volunteer to participate in the study. If participant attrition exceeds tolerable limits, it must be communicated to the Technical Authority within 24 hours of being discovered.

The study will focus on cadets at the onset of training and again just prior to deployment. Once deployed as a regular member, the Work will continue for a period of up to 5 years with each person unless the participant withdraws or otherwise leaves the employment of the RCMP.

⁵ Lee, H.J., et al., (2001). The Combat Experience Log: A web-based system for the in theater assessment of war zone stress. *Journal of Anxiety Disorders*, 25, 794-800.

Telch, M.J. (2013). The Texas Combat PTSD Risk Project: Study overview. *In The 33rd Annual Meeting of the Anxiety Disorders Association of America*. April 4-7. La Jolla, California.

Throughout the contract, the Contractor must deliver periodic evidence-based or evidence-informed, psychological practices for increasing resiliency and reducing psychological risk in the Experimental Group. (e.g., Cognitive Behavioural Therapy- CBT) resulting from the data capture and data analysis completed to up that point. However, if enough data has not yet been collected to make any evidence-based assumptions, the Contractor will explicitly communicate this in writing, to the Technical Authority.

6.2.1 Participant Access and Withdrawal

Participants must be notified within four weeks of completion of the data collection phase that all Participant Codes will be deleted from the records within five months to ensure confidentiality of the data is maintained and risk of a privacy breach reduced. This action will take place on behalf of both the Contractor and the RCMP.

Participants must be given an opportunity to review and/or obtain a copy the data they provided over the period of the study prior to the removal of the participant code. The Contractor must clearly identify in the notice which data will be released to Participants and the benefits of consenting to the deletion of Participant Codes. The Contractor is not required to provide the analysis of the data and assessments to participants. A written response from each participant is required indicating:

- a) they consent to the Participant Codes being deleted to ensure their information will no longer be accessible to the Contractor, to Canada or through a privacy breach; and,
- b) they request access to view, or to obtain a copy of, the data they submitted; or,
- c) they do not want access to view, or to obtain a copy of, the data they submitted.

In the event a participant does not consent to the destruction of their Participant Code, the record(s) will be held in a separate database until such time as Canada complies with the Privacy Regulations on the retention of personal information. by the Contractor for the study if it offers value; however, should the Participant explicitly request Participants includes all participants, past or present, for whom data is included in the final data collection set.

Participants must be able to withdraw or halt their participation from the Project at any time without explanation. Data collected up to the withdrawal data may be utilized that the data be destroyed (removed from the active servers in its entirety), it must be done. Participants who have requested their data be deleted will not be given notice of the participant code deletion.

6.3 Phase I - Project Initiation

6.3.1 Ethics Review Board (REB)

Within seven days of contract award, the Contractor must apply for research approval to the RCMP Human Resources Research Review Board (HRRRB), as well as an Academic Ethics Review Board, in accordance with the Tri-Council Policy Statement on the Ethical Conduct for Research Involving Humans (2014). If approved, the Contractor must deliver a detailed project plan, that will include an operations budget, data collection plan (baseline and longitudinal), reporting, expected outcomes, deliverables.

In the event the HRRRB or the Academic Ethics Review Board fails to approve the research plan, the Contractor must communicate within 24 hours, the issues of concern and develop a plan to resolve the issue(s) and resubmit the corrected ethics application to the respective ethics review board within three business days. Should this time be insufficient, the Contractor must advise the Technical Authority and request additional time.

The Contractor must provide the results of the REB to the Technical Authority in advance of the Kick Off Meeting.

6.3.2 Kick Off Meeting

An initial kick off meeting will take place at Depot Division in Regina, Saskatchewan within 30 days of contract award.

The purpose of the meeting is to:

- a) introduce stakeholders;
- b) review in detail the Research Proposal, Tasks, and deliverables associated with Phase 1, including data collection;
- c) determine delivery dates for Phase 1 reporting, meetings and deliverables;
- d) participate in a general discussion on the way forward and logistical issues for the project; and,
- e) finalize the plan to recruit participants for the study that will achieve the Minimum Participation identified above.

The Contractor and Project Authority will set regularly scheduled face-to-face and/or teleconference meetings in Ottawa, Ontario, or Regina, Saskatchewan. Both parties will contribute to create the agenda. The Project Authority will distribute the agenda to all participating stakeholders no later than 4 weeks before the meeting. The Contractor will submit all reports to the Project Authority no later than two weeks before the scheduled meeting.

6.3.3 Design Infrastructure

The Contractor must finalize the design and implement the infrastructure required to capture and store the data. All data capture must be electronic and capable of managing information from multiple sources such as the mobile device self-assessments, data from the wearable technology, and annual assessments (electronic). While the data will be aggregated for analysis, it will be critical to match all data to each participant code. Participants must be provided with physiological monitoring devices, and data must be retrieved and transmitted to the central secure server no less than once per week.

Inherent in the design infrastructure are the security requirements to ensure the data is protected from an internal or external breach. To that end, the Contractor must submit its proposed System Security Plan to demonstrate how the Contractor will meet the security for the protection of the RCMP data within 50 days of contract award. The Plan must address the following:

6.3.3.1 Role-Based Access Controls

The Contractor must define role-based access controls that support:

- Role assignment - A User can exercise a permission only if the User has been assigned a role;
- Role authorization - A User can only take on roles for which they are authorized;
- Permission authorization - Users can only exercise permissions for which they are authorized;
- Management of roles, and Users so that roles can be defined; and,
- Users can be added to or removed from roles.

6.3.3.2 Incident Response

The Contractor must include an Incident Response Protocol for notifying the Technical Authority and Contracting Authority within 24 hours of each of the following potential concerns:

- data loss,
- insider threat,
- confidentiality breach,
- security breach,
- service outage.

The Protocol must address the initial issue or concern, and an estimated timeline for the investigation and resolution of the issue.

6.3.3.3 Secure Protocols

The Contractor must utilize Transport Layer Security (TLS) protocol to protect the authenticity, confidentiality, and integrity of internet communications between server and client applications, including the mobile devices and wearable technology. TLS servers and clients must be configured to use TLS 1.2, as specified in RFC 5246 The Transport Layer Security (TLS) Protocol Version 1.2 [9]. Older versions of TLS and all versions of Secure Sockets Layer (SSL) should not be used since vulnerabilities exist.

Servers using TLS to protect HTTP traffic (i.e. HTTPS) should support HTTP Strict Transport Security (HSTS) as specified in RFC 6797 HTTP Strict Transport Security (HSTS) [12].

TLS_RSA_WITH_AES_128_CBC_SHA is a mandatory cipher suite for TLS 1.2 as specified in RFC 5246 [9]. Therefore, TLS servers and clients should support TLS_RSA_WITH_AES_128_CBC_SHA to ensure interoperability, but the other listed suites should be preferred.

It is recommended that the Contractor meet or exceed the requirements defined in ITSP.40.062, Guidance on Securely Configuring Network Protocols, dated August 2016.

6.4 Phase 2 – Recruitment

6.4.1 Participant Codes

The Technical Authority will provide the Contractor with an excel spreadsheet with a set of randomly generated, 16 character alpha numeric participant codes. A participant code will be assigned to each cadet that starts the training program at the Training Academy at the Depot Division in Regina, independent of whether he or she accepts to participate in the study or not.

The Contractor must configure/program each mobile device with the unique participant code to ensure that all of the electronic transactions are specific to the participant code and no other. The mobile device will be used solely for data capture and will remove any requirement for the participant to include any personal identifiers. The Contractor must prompt the participant to generate a unique password and security questions for the mobile device known only to the individual to prevent unauthorized use of the device or access to their information. Cadets, if they wish to participate in the study, will be given the mobile device specific to their individual participant code. Cadets who do not wish to participate will not be provided with a mobile device.

Both the Technical Authority and the Project Authority will retain the list (the master key – detailing both the cadet and the number they have been assigned for every cadet, regardless of whether or not they participate in the Study). The Contractor will only have access to the participant codes and must utilize these codes in all communications with participants and the RCMP. At no time will the Contractor identify which codes are in use to the RCMP.

6.4.2 Electronic Consent

The Contractor must utilize electronic consent forms, available through the mobile device. Participants must be able to consent, followed by confirmation that they consent to participate.

6.4.3 Project Promotion and Recruitment

The Contractor must promote the project and recruit volunteers to participate in the study through a variety of activities including, but not limited to, the following:

- Presentations (within one week of each new troop beginning training);
- Written invitation;
- Posters;
- Regular on site visits, as approved by the Technical Authority
- On site promotional activities as approved in advance by the Technical Authority

The Contractor must begin assessments of cadets within 60-days after receiving approval by the Project Authority⁶.

All promotional materials must have the prior approval of the Technical Authority before use.

The Contractor must put into place a retention strategy and include an automatic 'friendly reminder' to keep members interested and involved in the project.

The Contractor must:

- Initiate the recruiting plan to obtain voluntary participation;

⁶ Pending approval of Physiological Recording Equipment (wearable technology).

- Purchase a quantity of 960 mobile devices to ensure same technology employed throughout term of contract;
- Purchase wearable technology in the amount of recruited participants, or up to a quantity of 128 at a time;
- Purchase online psychological assessments in the amount of recruited participants, or up to a quantity of 128 at a time; and,
- Any other supporting infrastructure for the recruitment of participants.

6.4.4 Mobile Devices

The Contractor must provide secure mobile devices that are capable of synchronization with the wearable technology defined below. Mobile devices must be used and configured for a single purpose – data collection for the study. The mobile device will be utilized solely as a research tool for self-assessments, the collection of biometric data, and communications between the Contractor and the participant (reminder notices, help desk support). GPS must be disabled for each mobile device.

6.4.5 Wearable Technology

The Contractor must provide user friendly wearable technology that will collect physiological reading, including, at a minimum, electrocardiogram (ECG) readings to track and record heart rate variability (HRV). Other items could include respiration, and monitoring of sleep patterns. The wearable technology must achieve the following:

- be capable of synchronization to the designated mobile device provided by the Contractor
- have a Canadian medical device license or certification prior to purchase
- be capable of being configured to collect only the data required for the study

In order to improve compliance with wearable technology, it is suggested that participants be able to view their own biometric data on the mobile device.

The Contractor must provide a quantity of wearable technology that is reflective of: the type of wearable technology (clothing, device, strip, etc.), how it is utilized and maintained, the durability (i.e., normal wear and tear), and personal hygiene.

The wearable technology must not interfere with daily operational duties of a general duty peace officer. The device must be approved by the Technical Authority in advance of bulk purchase or use to ensure the device will not interfere with operational duties. A quantity of four items must be delivered to the Technical Authority for testing and approval. If approved, the Contractor may purchase quantities up to the number participants or in lots of up to 128 (the total number of recruits entering Depot in a 4 week period).

6.4.6 Psychological Assessments

The psychological assessments must include only standardized testing using normative data. All psychological assessment, from the initial assessment to annual assessments, must be online or digitally-based to ensure no paper is generated. Under no circumstances can any interaction be audio or video recorded.

6.5 Phase 3 – Initial Data Collection / Assessments

The Contractor must conduct psychological assessments and evaluation protocols including, but not limited to the following:

- Demographic information (e.g., age, sex)
- Objective behavioural assessments;
- Empirically-supported In-person structured clinical interviews;
- Self-report measures and assessment (regularly scheduled self-assessments);
- Other assessments as specified in the Contractor's proposal.

The cadets will be assessed within a week of their arrival to Depot and again just before their deployment to the field.

In order to control for confounds, between the two groups of participants (Control and Experimental) the first group of cadets must have left depot before the second group can begin training. This will eliminate the risk of cross contamination.

The Contractor must give the Project Authority a minimum of 15 working days advance notice prior to cancelling or rescheduling any testing or assessments.

After cadets have left the academy, they do so as regular members, each member must complete regular self-assessments. Participants will continue with psychological assessments and evaluation protocols stipulated in Phase 1.

At the completion of the Initial Data Collection Phase, the Contractor must deliver a Draft Report to the Project Authority. This report will contain a summary of the data collected, initial findings and assumptions, augmented training and intervention recommendations based on the findings to date. The Contractor must also identify recommendations going forward to for Phase 4, including any refinements to the work and the budget.

The work to be conducted in the remaining Phases will largely be based on the Contractors Research Proposal. The following represents a broad description of the anticipated work.

6.5.1 Critical Incident

This study does not include an 'intent to treat' of any of the study participants by the Contractor; however, in the event of imminent harm to the participant by their own hand, or harm to others, interventions that are ethically required by the medical/psychological profession will be required. In such instance(s), the Contractor must notify the Technical Authority by citing the participant code. The Technical Authority, using the master key, will match the participant code with the individual and will contact the respective Health Services Officer (HSO) to assist the participant.

While psychological treatment is not authorized under the contract, where the data analysis (either following a psychological assessment or as a result of the analysis of the data collected up to that point) the Contractor, using their specific professional expertise determines a participant requires some form of non-critical support, should encourage the participant to seek professional help, as appropriate.

6.6 Phase 4 – Annual Assessments, Analysis and Recommendations (Option Periods 1, 2, 3, 4, 5)

The Contractor must develop and implement a data analysis and recommendations to autonomously flag statistically significant changes in the collected data over time, ultimately supporting statistically and clinically-supported predictions that allow for empirically-supported interventions to begin before the onset of clinically-significant symptoms, and to allow for ongoing recommendations regarding mental health.

In accordance with the Contractors Research Proposal,

- participants must wear physiological monitoring devices (“wearable technology”), and data must be retrieved and stored by the Contractor no less than every week
- follow-up assessments of all participants must be completed approximately 12 months after being deployed to the field.

The Contractor must engage in all assessments (including the full annual assessment) and must assist the Project Authority to ensure that any self-report measures are completed as per the approved research schedule.

At the completion of each option period, the Contractor must deliver a Draft Report to the Project Authority. This report will contain how many participants were recruited, a summary of the data collected, initial findings and assumptions, budget, status of personnel, and identify potential risks and make recommendations for Phase 5.

At the completion of this Phase, the Contractor must deliver a Draft Report to the Project Authority. This report will contain a summary of the data collected, initial findings and assumptions, augmented training and intervention recommendations, and potential risks, based on the findings to date. The Contractor must also identify recommendations for the final Phase including any refinements to the work and the budget.

6.7 Phase 5 - Data Destruction or Suppression (option period)

Canada, or a third party to be designated by Canada will work in conjunction with the Contractor to determine what information: a) must be deleted/destroyed; b) must be suppressed of indirect identifiers; and, c) review or approval of all publications using the data collected under this contract.

6.8 Phase 6 - Final Analysis and Recommendations (Option Period)

In the event that data collection monitoring has identified potential mental health distress vulnerabilities (presenting psychological distress or trauma), the Contractor must develop a series of interventions (intent to treat research plans) for use by the RCMP. The Intervention description must include health management such as evaluation, treatment intervention.

The Contractor must make training recommendations to the RCMP. The recommendations must explicitly address the following:

- 1) which assessed variables, if any, predict mental health;
- 2) whether the training received by the experimental group of participants influenced mental health directly or indirectly through the assessed variables;
- 3) whether the training received by the experimental group of participants should be continued and in what manner;
- 4) which assessments, if any, should be continued and in what manner; and
- 5) next steps for supporting RCMP mental health.

The Contractor must develop a manuscript suitable for publication in peer-reviewed forum(s). The draft manuscript must be delivered to the Project Authority for review and approval. The Project Authority will provide any feedback, comments or recommendations to the Contractor within four weeks of receipt of the manuscript. The Contractor must address the Project Authority's input and deliver a final version of the manuscript within two weeks of receipt of the comments. No information may be released without the express written consent of the Project Authority.

The Contractor must provide a Draft and Final Report to the Project Authority within six (6) months following the conclusion of the project. The report must include a review of all relevant literature, the methodology used in the design, a demographic breakdown of all participants. Other information to be included will be a comprehensive and detailed analysis of all collected data. The Report must also make recommendations to the RCMP to mitigate OSI frequency and severity as part of their Mental Health Strategy⁷.

⁷ <http://www.rcmp-grc.gc.ca/fam/strat-eng.htm>

7. REPORTING REQUIREMENTS

The Contractor must communicate with the Project Authority verbally and in writing, using both Progress reports and Research Reports. The Project Authority will be responsible for the dissemination of information to the management of the RCMP. Direct communication between the Contractor and the RCMP management will be facilitated through the Project Authority, as appropriate.

These reports will include quarterly status reports. These status reports will include budget updates, analysis of collected data and the subsequent interpretation of the data, reporting of milestones achieved as well as a reporting of anticipated delays. Delays that are identified, must include suggestions and strategies that will bring the project back on budget.

All reports must be submitted in draft format to the Project Authority for feedback and approval. Once the draft reports have been approved, the final report must be submitted to the project authority for approval before being released.

The Project Authority will provide comments, revisions, and/or recommendations on all Draft materials and return to the Contractor within three (3) weeks of receipt address, as applicable. The Contractor must complete the revisions and/or address any comments and recommendations and submit the Final materials to the Project Authority within two (2) weeks after the Draft comments have been received.

Draft and Final Reports are required at the completion of each Phase. Draft reports will include detail of the outcomes that were expected in each Phase, including detail how those outcomes were achieved. All draft reports will be disseminated to the Project Authority for approval before a final report is completed. All Draft reports are to be sent to the Project Authority within 21 days of the Project Phase end-date.

7.1 Quarterly Reports

The Contractor must submit quarterly progress reports detailing, at a minimum, the following information:

- The status of the project including tasks completed and percentage of work completed
- Budgetary status
- Identification of challenge(s) and proposed resolution(s)
- Proposed mitigation strategies for perceived issues
- Results of work
- Total number of participants
- Type / Description of data elements that are being collected

Quarterly is defined as follows:

Reports due on or before:

Quarter 1	1 April to 30 June	15 July
Quarter 2	1 July to 30 September	15 October
Quarter 3	1 October to 31 December 31	15 January
Quarter 4	1 January to 31 March	15 April

In addition to the timely submission of all deliverables and fulfillment of obligations specified herein, it is the responsibility of the Contractor to facilitate and maintain regular communication with the Project Authority. Communication is defined as

all reasonable efforts to inform the Project Authority of data collection or submission issues and/or unforeseen events that may delay the work.

Communication may include phone calls, email, fax, mail and/or meetings. The Contractor must notify the Project Authority within a reasonable amount of time regarding any issues, problems or areas of concern in relation to any work completed under the contract, as they arise.

7.2 Research Reports

All research reports must follow academic journal guidelines, which will include a review of relevant literature, methods, results and discussion sections. All reports to be sent electronically and must follow the 6th edition of the American Psychological Association (APA). All research materials including analysis and recommendations for both draft and final reports must be encrypted.

8. REQUIRED RESOURCES

The Contractor's team must include a Project Manager/Lead Investigator, clinical psychologists' and psychiatrists who have expertise in OSI's including PTSD diagnosis and treatment as well as scientist-practitioners, a Health Information Management expert, Epidemiology, Biostatistics, Psychiatry and a Longitudinal Statistical Expert. Other members should include those with expertise in trauma and medicine, physiological sensor data analysis, and privacy should also be considered.

The Contractor must also include an established network of clinicians and qualified support staff throughout Canada, who will be responsible for the regular assessments of up to 960 participants.

9. GENERAL ENQUIRIES AND HELP DESK SUPPORT

The Contractor must provide a telephone and email-based help desk support function during regular business hours during the term of the contract. The Contractor must respond to all communications within one business day of the initial time of the participant's request. The helpdesk support will be to answer general questions about the Study, to assist Participants in completing the self-assessments and to address any technical support issues related to the wearable technology or mobile devices. The Contractor must be able to process and track the resolution of all issues received, including time.

The Contractor's personnel must be qualified and able to respond to the Participants' questions and, to the extent possible, to resolve problems and provide advice regarding the completion of the self-assessments.

Telephone: _____

Email: _____

Normal business hours are between: _____ and _____
_____ standard time (e.g. Eastern, Mountain, Pacific, Central, Atlantic).

10. LOCATION OF WORK

During the assessment period, the work will largely be conducted at the RCMP Training Academy, Depot Division, located in Regina, Saskatchewan. It is anticipated this portion of the work will require approximately 2.5 years to complete.

The balance of the work will be conducted at the Contractor's facilities.

11. ACCEPTANCE CRITERIA

The Project Authority will review all information with internal expert resources for quality. Any concerns, comments, questions or recommendations will be addressed with the contractor, who will be required to make the necessary adjustments, as appropriate. If no adjustments are identified or recommended the Project Authority will communicate same.

12. DEPARTMENTAL SUPPORT

The Project Authority will be responsible for approving and accepting Contractor deliverables. Additionally, as required for the completion of the work, the Technical Authority will:

- a) The Technical Authority will provide participant codes to the Contractor to ensure no personal identifiers are utilized in the performance of the work.
- b) The Technical Authority will provide feedback to the Contractor on successful implementation of training recommendations and interventions.
- c) Ensure that appropriate subject matter experts and stakeholders are available to the Contractor, as required, to provide input, answer questions, evaluate deliverables and participate in meetings;
- b) Organize access to the RCMP Training Academy for the project promotion, recruiting and data collection;
- c) Provide available reference and supporting documentation to the Contractor;
- d) Assist distributing recruitment information to the cadets, and will provide space if the Contractor wishes to set up an information kiosk to discuss the project.
- e) Review and provide comments on draft reports and all submitted deliverables;
- f) Provide contact information and facilitate access to stakeholders, as required, for the completion of the work; and,
- g) Provide the Contractor with other as-required assistance to enable the Contractor to proceed on schedule with the completion of assigned deliverables.

12.1 Update Meetings

The Project and Technical Authority and Contractor will hold regular bi-annual update meetings, either face-to-face in either Ottawa, Ontario, or Regina, Saskatchewan, and/or teleconference meetings. These meetings will include a review of the reports received to-date, with a focus on project status, identification of challenges and proposed solutions.

These meetings will occur April 30th and October 30th of each calendar year.

12.2 Consultant Identification

The Project Authority will provide each resource performing work under the contract with an Identification Badge that indicates that the named individual is performing work under contract to the Royal Canadian Mounted Police, but is neither an agent nor an employee of Canada. The ID Badge is expected to facilitate recruitment and communications with participants.

The Contractor must provide the following to the Technical Authority within 10 days of contract award:

Name of Resource
Digital Passport picture

13. DELIVERABLES

The deliverables and schedule will be finalized based on the Contractor's proposal, which may include additional milestones and quantities. The following is provided as an illustrative example only, with the exception of the first four milestones.

Milestone	Task	Description	Deliverable	Delivery Date
Phase 1 – Project Initiation				
1	6.3.1	Ethics Review	<ul style="list-style-type: none"> Ethics Approval from RCMP HRRRB Ethics Approval from Academic Institution Consent Form 	Within 21 days of contract award
2	6.3.2	Kick Off Meeting	Updated Project Plan including scheduled meetings	Within 30 days of contract award
3	6.4.5	Wearable Technology	4 wearable technology items	Within 35 days of contract award
4	6.3.3	Design Infrastructure	Draft Infrastructure Design (detailed) Security Plan	Within 50 days of contract award
Phase 2 – Recruitment				
5	6.4.3	Project Promotion and Recruitment	<ul style="list-style-type: none"> Presentations Other promotional materials (TBD*) 	Within 5 days of admittance of new troop personnel
	6.4.4	Mobile Devices	Up to 960 mobile devices	Within 60 days of contract award
	6.4.5	Wearable Technology	Up to 256 wearable items (TBD*)	Within 60 days of contract award
	6.4.6	Psychological Assessments	Up to 256 Psychological assessments (pre-training) (TBD*)	Within 60 days of contract award
6		Ongoing Recruitment and Assessments	<ul style="list-style-type: none"> Presentations Wearable technology Psychological assessments (pre-training) 	Within 60 days of completion of milestone 5

Milestone	Task	Description	Deliverable	Delivery Date
7		Ongoing Recruitment and Assessments	As per milestone 6, structured on a 2 month schedule (up to 8 troops consisting of up to 256 cadets) Including for some milestones, Psychological assessments (post-training)	Within 60 days of completion of milestone 6
Phase 3 – Initial Data Collection / Assessments				
TBD		Ongoing Recruitment and Assessments	As per milestone 6, structured on a 2 month schedule (up to 8 troops consisting of up to 256 cadets) Including for some milestones, Psychological assessments (post-training)	Within 60 days of completion of previous milestone
Phase 4 – Annual Assessments, Analysis and Recommendations				
TBD	6.6		Annual Psychological Assessments	1 year following completion of troop training identified in milestone 7
TBD	6.6		Annual Psychological Assessments	1 year following completion of troop training identified in milestone 7
TBD	6.6		Annual Psychological Assessments	1 year following completion of troop training identified in milestone 7
TBD	6.6		Annual Psychological Assessments	1 year following completion of troop training identified in milestone 7
TBD	6.6		Annual Psychological Assessments	1 year following completion of troop training identified in milestone 7
TBD	6.6		Annual Psychological Assessments	1 year following completion of troop training identified in milestone 7
TBD	6.6		Annual Psychological Assessments	1 year following completion of troop training identified in milestone 7

Milestone	Task	Description	Deliverable	Delivery Date
TBD	6.6	Recommendations & Report (year 1)		
TBD		Phase 4 repeated annually for six years following date of contract award		
Phase 5 – Data Destruction or Suppression				
TBD	6.6	Data Destruction	TBD	
Phase 6 – Final Analysis and Recommendations				
			Final Report Aggregate Data Support Documentation	

*TBD = to be determined by the Contractor's proposal and the Technical Authority's approval.

14. LANGUAGE OF WORK

In geographic areas that are designated as Bilingual, the Contractor must provide services in both official languages.

15. TECHNICAL ENVIRONMENT

All reports must be delivered in electronic format using the most appropriate of formats a) through c) listed below. Any hard copy final documents (excluding progress reports) shall be bound in a professional manner (e.g. cerlox, coil, tape bound, etc.). One electronic copy of all documents (including reports, presentations, and data sets) shall be delivered in the following formats, as appropriate:

- a) Adobe Acrobat (PDF)
- b) Microsoft Office (Word/Excel/PowerPoint)
- c) Native format of modeling tool or computer program
- d) All reports sent electronically or in print must follow the 6th edition of APA.

If information is provided using native format of modeling tool or computer program, then the same information must also be provided using one or more of the aforementioned formats. A copy of all reports and documentation shall be provided on completion of the contract, electronically in the format requested by the Project Authority on an appropriate media (CD/DVD, USB, e-mail attachment, electronic file transmission system).

Solicitation No. - N° de l'invitation
M7594-171491/A
Client Ref. No. - N° de réf. du client
M7594-17-1491

File No. - N° du dossier
075ss.M7594-171491

Buyer ID - Id de l'acheteur
075ss
CCC No./N° CCC - FMS No./N° VME

16. TRAVEL

The Contractor may be required to travel in the performance of the work. All travel must be approved in writing, in advance, by the Project Authority.

APPENDIX 1 TO ANNEX A
SUPPLEMENTAL GENERAL CONDITIONS
4008 – PERSONAL INFORMATION (2008-12-12) as amended June 2017

4008 01 (2008-05-12) Interpretation

1. In the Contract, unless the context otherwise requires,
"General Conditions"
means the general conditions that form part of the Contract;
"Health Data"
means any data collected from individuals related to their physical or mental health, including opinions;
"Personal Information"
means information about an individual, including the types of information specifically described in the *Privacy Act*, R.S. 1985, c. P-21;
"Record"
means any hard copy document or any data in a machine-readable format containing Personal Information;
2. Words and expressions defined in the General Conditions and used in these supplemental general conditions have the meanings given to them in the General Conditions.
3. If there is any inconsistency between the General Conditions and these supplemental general conditions, the applicable provisions of these supplemental general conditions prevail.

4008 02 (2008-05-12) Ownership of Personal Information and Records

To perform the Work, the Contractor will be provided with and/or will be collecting Personal Information from third parties. The Contractor acknowledges that it has no rights in the Personal Information or the Records and that the Project Authority owns the Records. On request, the Contractor must make all the Personal Information and Records available to Canada immediately in a format acceptable to Canada.

4008 03 (2008-05-12) Use of Personal Information

The Contractor agrees to create, collect, receive, manage, access, use, retain, and dispose of the Personal Information and the Records only to perform the Work in accordance with the Contract.

Within six months of the completion of the data collection phase of the work, the Contractor must remove the participant codes from all copies of the data collected and destroy or dispose of all electronic copies of transient information including source material. Only the aggregate information may remain with the Contractor and be delivered to the Project Authority.

4008 04 (2008-05-12) Collection of Personal Information

1. If the Contractor must collect Personal Information from a third party to perform the Work, the Contractor must only collect Personal Information that is required to perform the Work. The Contractor must collect the Personal Information from the individual to whom it relates and the Contractor must inform that individual (at or before the time when it collects the Personal Information) of the following:
 - a. that the Personal Information is being collected on behalf of, and aggregate information will be provided to, the Project Authority;
 - b. the ways the Personal Information will be used;
 - c. that the disclosure of the Personal Information is voluntary or, if there is a legal requirement to disclose the Personal Information, the basis of that legal requirement;
 - d. the consequences, if any, of refusing to provide the information; and,
 - e. that the individual has a right to access and correct his or her own Personal Information while it exists.
2. The Contractor, its subcontractors, and their respective employees must identify themselves to the individuals from whom they are collecting Personal Information and must provide those individuals with a way to verify that they are authorized to collect the Personal Information under a Contract with Canada.
3. If requested by the Project Authority, the Contractor must develop a request for consent form to be used when collecting Personal Information, or a script for collecting the Personal Information by telephone. The Contractor must not begin using a form or script unless the Project Authority first approves it in writing. The Contractor must also obtain the Project Authority's approval before making any changes to a form or script.
4. At the time it requests Personal Information from any individual, if the Contractor doubts that the individual has the capacity to provide consent to the disclosure and use of his or her Personal Information, the Contractor must ask the Project Authority for instructions.

4008 05 (2008-05-12) Maintaining the Accuracy, Privacy and Integrity of Personal Information

The Contractor must ensure that the Personal Information is as accurate, complete, and up to date as possible. The Contractor must protect the privacy of the Personal Information. To do so, at a minimum, the Contractor must:

- a. not use any personal identifiers (e.g., social insurance number) to link multiple databases containing Personal Information;
- b. segregate all Records from the Contractor's own information and records;
- c. restrict access to the Personal Information and the Records to people who require access to perform the Work (for example, by using passwords or biometric access controls);
- d. provide training to anyone to whom the Contractor will provide access to the Personal Information regarding the obligation to keep it confidential and use it only to perform the Work. The Contractor must provide this training before giving an individual access to any Personal Information and the Contractor must keep a record of the training and make it available to the Project Authority if requested;
- e. if requested by the Project Authority, before providing anyone with access to the Personal Information, require anyone to whom the Contractor provides access to the Personal Information acknowledge in writing (in a form approved by the Project Authority) their responsibilities to maintain the privacy of the Personal Information;

- f. keep a record of all requests made by an individual to review his or her Personal Information, and any requests to correct errors or omissions in the Personal Information (whether those requests are made directly by an individual or by the Project Authority on behalf of an individual);
- g. include a notation on any Record(s) that an individual has requested be corrected if the Contractor has decided not to make the correction for any reason. Whenever this occurs, the Contractor must immediately advise the Project Authority of the details of the requested correction and the reasons for the Contractor's decision not to make it. If directed by the Project Authority to make the correction, the Contractor must do so;
- h. keep a record of the date and source of the last update to each Record;
- i. maintain an audit log that electronically records all instances of and attempts to access Records stored electronically, including date and time of events and ID of personal accessing the records, the function performed. The audit log must be restricted to the minimum number of personnel required to manage the audit log and allows for no modifications or deletions of audit logs. The audit log must be in a format that can be reviewed by the Contractor and the Project Authority at any time;
- j. secure and control access to any hard copy Records.

4008 06 (2008-05-12) Safeguarding Personal Information

The Contractor must safeguard the Personal Information at all times by taking all measures reasonably necessary to secure it and protect its integrity and confidentiality. To do so, at a minimum, the Contractor must:

- a. store the Personal Information electronically so that a password (or a similar access control mechanism, such as biometric access) is required to access the mobile device, wearable technology, system or database in which the Personal Information is stored;
- b. ensure that passwords or other access controls are provided only to individuals who require access to the Personal Information to perform the Work;
- c. prevent duplicate records from being created and provide for record locking when multiple users are accessing the same record;
- c. not outsource the electronic storage of Personal Information to a third party (including an affiliate) unless the Contracting Authority and the Project Authority has first consented in writing;
- d. safeguard any database or computer system on which the Personal Information is stored from external access using methods that are generally used, from time to time, by prudent public and private sector organizations in Canada in order to protect highly secure or sensitive information;
- e. maintain a daily incremental backup and weekly full secure back-up of all Records;
- f. implement any reasonable security or protection measures requested by the Royal Canadian Mounted Police from time to time; and
- g. notify the Contracting Authority and the Project Authority immediately of any security breaches; for example, any time an unauthorized individual accesses any Personal Information.

4008 07 (2008-05-12) Appointment of Privacy Officer

The Contractor must appoint someone to be its privacy officer and to act as its representative for all matters related to the Personal Information and the Records. The Contractor must provide that person's name to the Contracting Authority and the Project Authority within ten (10) days of the award of the Contract.

4008 08 (2008-05-12) Quarterly Reporting Obligations

Within thirty (30) calendar days of the end of each quarter (January-March; April-June; July-September; October-December), the Contractor must submit the following to the Project Authority:

- a. a description of any new measures taken by the Contractor to protect the Personal Information (for example, new software or access controls being used by the Contractor);
- b. a list of any corrections made to Personal Information at the request of an individual (including the name of the individual, the date of the request, and the correction made);
- c. details of any complaints received from individuals about the way in which their Personal Information is being collected or handled by the Contractor.

4008 09 (2008-05-12) Threat and Risk Assessment

Within ninety (90) calendar days of the award of the Contract and, if the Contract lasts longer than one year, within thirty (30) calendar days of each anniversary date of the Contract, the Contractor must submit to the Contracting Authority a threat and risk assessment, which must include:

- a. a copy of the current version of any request for consent form or script being used by the Contractor to collect Personal Information;
- b. a list of the types of Personal Information used by the Contractor in connection with the Work;
- c. a list of all locations where hard copies of Personal Information are stored;
- d. a list of all locations where Personal Information in machine-readable format is stored (for example, the location where any server housing a database including any Personal Information is located), including back-ups;
- e. a list of every person to whom the Contractor has granted access to the Personal Information or the Records;
- f. a list of all measures being taken by the Contractor to protect the Personal Information and the Records;
- g. a detailed explanation of any potential or actual threats to the Personal Information or any Record, together with an assessment of the risks created by these threats and the adequacy of existing safeguards to prevent these risks; and
- h. an explanation of any new measures the Contractor intends to implement to safeguard the Personal Information and the Records.

4008 10 (2008-05-12) Audit

Canada may audit the Contractor's compliance with these supplemental general conditions at any time. If requested by the Contracting Authority, the Contractor must provide the Project Authority (or Canada's authorized representative) with access to its premises and to the Personal Information and Records at all reasonable times. If Canada identifies any deficiencies during an audit, the Contractor must immediately correct the deficiencies at its own expense.

4008 11 (2008-05-12) Statutory Obligations

1. The Contractor acknowledges that the Royal Canadian Mounted Police is required to handle the Personal Information and the Records in accordance with the provisions of Canada's *Privacy Act*, *Access to Information Act*, R.S. 1985, c. A-1, and *Library and Archives of Canada Act*, S.C. 2004, c. 11. The Contractor agrees to comply with any requirement established by the Royal Canadian Mounted Police that is reasonably required to ensure that the Royal Canadian Mounted Police meets its obligations under these acts and any other legislation in effect from time to time.

2. The Contractor acknowledges that its obligations under the Contract are in addition to any obligations it has under the *Personal Information Protection and Electronic Documents Act*, S.C. 2000, c. 5, or similar legislation in effect from time to time in any province or territory of Canada. If the Contractor believes that any obligations in the Contract prevent it from meeting its obligations under any of these laws, the Contractor must immediately notify the Royal Canadian Mounted Police of the specific provision of the Contract and the specific obligation under the law with which the Contractor believes it conflicts.

4008 12 (2008-05-12) Disposing of Records and Returning Records to Canada

The Contractor must not dispose of any Record, except as instructed by the Project Authority. On request by the Project Authority, or once the Work involving the Personal Information is complete, the Contract is complete, or the Contract is terminated, whichever of these comes first, the Contractor must remove the participant code from each record and return all Records (including all copies) to the Project Authority. The Project Authority may provide the Contractor with one copy of the aggregate data for further research, upon written request.

4008 13 (2008-05-12) Legal Requirement to Disclose Personal Information

Before disclosing any of the Personal Information pursuant to any applicable legislation, regulation, or an order of any court, tribunal or administrative body with jurisdiction, the Contractor must immediately notify the Contracting Authority and the Project Authority, in order to provide the Contracting Authority and the Project Authority with an opportunity to participate in any relevant proceedings.

4008 14 (2008-05-12) Complaints

The Project Authority and the Contractor each agree to notify the other immediately if a complaint is received under the *Access to Information Act* or the *Privacy Act* or other relevant legislation regarding the Personal Information. Each Party agrees to provide any necessary information to the other to assist in responding to the complaint and to inform the other immediately of the outcome of that complaint.

4008 15 (2008-05-12) Exception

The obligations set out in these supplemental general conditions do not apply to any Personal Information that is already in the public domain, as long as it did not become part of the public domain as a result of any act or omission of the Contractor or any of its subcontractors, agents, or representatives, or any of their employees.

**ANNEX B
BASIS OF PAYMENT**

1. LABOUR:

a) The Contractor will be paid the firm, all inclusive hourly rates detailed below for each of the following periods:

Contract Period	Contract award to 31 March 2021
Option Period 1	1 April 2021 to 31 March 2022
Option Period 2	1 April 2022 to 31 March 2023
Option Period 3	1 April 2023 to 31 March 2024
Option Period 4	1 April 2024 to 31 March 2025
Option Period 5	1 April 2025 to 31 March 2026
Option Period 6	1 April 2026 to 31 March 2027
Option Period 7	1 April 2027 to 31 March 2028

Milestone	Task	Description	Deliverable	Estimated Cost
Phase 1 – Project Initiation				
1	6.3.1	Ethics Review	<ul style="list-style-type: none"> Ethics Approval from RCMP HRRRB Ethics Approval from Academic Institution Consent Form 	\$
2	6.3.2	Kick Off Meeting	Updated Project Plan including scheduled meetings	\$
3	6.4.5	Wearable Technology	4 wearable technology items	\$
4	6.3.3	Design Infrastructure	Draft Infrastructure Design (detailed) Security Plan	\$
Phase 2 – Recruitment				
5	6.4.3	Project Promotion and Recruitment	<ul style="list-style-type: none"> Presentations Other promotional materials (TBD*) 	Within 5 days of admittance of new troop personnel
	6.4.4	Mobile Devices	Up to 960 mobile devices	Within 60 days of contract award
	6.4.5	Wearable Technology	Up to 256 wearable items (TBD*)	Within 60 days of contract award
	6.4.6	Psychological Assessments	Up to 256 Psychological assessments (pre-training) (TBD*)	Within 60 days of contract award

Milestone	Task	Description	Deliverable	Estimated Cost
6		Ongoing Recruitment and Assessments	<ul style="list-style-type: none"> • Presentations • Wearable technology • Psychological assessments (pre-training) 	Within 60 days of completion of milestone 5
7		Ongoing Recruitment and Assessments	As per milestone 6, structured on a 2 month schedule (up to 8 troops consisting of up to 256 cadets) Including for some milestones, Psychological assessments (post-training)	Within 60 days of completion of milestone 6

Phase 3 – Initial Data Collection / Assessments

TBD		Ongoing Recruitment and Assessments	As per milestone 6, structured on a 2 month schedule (up to 8 troops consisting of up to 256 cadets) Including for some milestones, Psychological assessments (post-training)	Within 60 days of completion of previous milestone
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Phase 4 – Annual Assessments, Analysis and Recommendations

TBD	6.6		Annual Psychological Assessments	One year following completion of troop training identified in milestone 7
TBD	6.6		Annual Psychological Assessments	One year following completion of troop training identified in milestone 7
TBD	6.6		Annual Psychological Assessments	One year following completion of troop training identified in milestone 7
TBD	6.6		Annual Psychological Assessments	One year following completion of troop training identified in milestone 7
TBD	6.6		Annual Psychological Assessments	One year following completion of troop training identified in milestone 7
TBD	6.6		Annual Psychological Assessments	One year following completion of troop training identified in milestone 7

Milestone	Task	Description	Deliverable	Estimated Cost
				training identified in milestone 7
TBD	6.6	Recommendations & Report (year 1)		
TBD		Phase 4 repeated annually for six years following date of contract award		
Phase 5 – Data Destruction or Suppression				
TBD	6.6	Data Destruction	TBD	TBD
Phase 6 – Final Analysis and Recommendations				
TBD	7.	Reports	Final Report Aggregate Data Support Documentation	TBD

*TBD = to be determined by the Contractor's proposal and the Technical Authority's approval.

Estimated Cost to a Ceiling Price: \$ _____ **Applicable taxes extra**

Phase 1	\$ _____	Phase 4	\$unfunded
Phase 2	\$ _____	Phase 5	\$unfunded
Phase 3	\$ _____	Phase 6	\$unfunded

2. Travel & Living Expenses to a Limitation of Expenditure

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

No travel and living expenses will be paid for services provided within the RCMP Training Academy in Regina, Saskatchewan. Further, Canada will not accept any travel and living expenses for travel between the contractor's place of business and the RCMP Training Academy. All of these costs are to be included in the firm all inclusive labour rates requested above.

All travel must have the prior written authorization of the Technical Authority or their designated representative. All payments are subject to government audit.

Estimated Cost: \$10,000.00

3. Total Cost to a Limitation of Expenditure: \$ _____

**ANNEX C
SECURITY REQUIREMENTS CHECK LIST**

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE			
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine ROYAL CANADIAN MOUNTED POLICE / GENDARMIE ROYALE DU CANADA		2. Branch or Directorate / Direction générale ou Direction Occupational Health and Safety Branch / Direction générale de la santé et sécurité au travail	
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 Vendor Data will be anonymous through codes. Core team will interview and be exposed to Protected B.			
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 : Specify country(ies): / Préciser le(s) pays : <input type="checkbox"/>	Restricted to: / Limité à : Specify country(ies): / Préciser le(s) pays : <input type="checkbox"/>	Restricted to: / Limité à : Specify country(ies): / Préciser le(s) pays : <input type="checkbox"/>	
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input 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) <input type="checkbox"/>		TOP SECRET (SIGINT) <input type="checkbox"/>	
TRÈS SECRET (SIGINT) <input type="checkbox"/>		TRÈS SECRET (SIGINT) <input type="checkbox"/>	

PART A (continued) / PARTIE A (suite)

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

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

Special comments:

Commentaires spéciaux : using standalone computers on site; Conversations will be up to Protected B, therefore RRS ; Possible weekend access on site ; RRS (no escort)

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? No Yes
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? Non Oui
If Yes, will unscreened personnel be escorted? No Yes
Dans l'affirmative, le personnel en question sera-t-il escorté? Non 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? No Yes
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets? No Yes
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? Non 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? No Yes
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? Non 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? No Yes
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? Non 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

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 / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Renseignements / Biens / 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 indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

Appendix 1 to Annex C Royal Canadian Mounted Police Security Guide

General Security Requirements

All contractors and sub-contractors employed on this contract must support the RCMP's security environment by complying with the directives described in this document.

1. Physical access is restricted to those specific areas of RCMP facilities required to meet the contract's objectives.
2. No Protected or Classified information or other assets will be removed from the RCMP facility without the approval of the Departmental representative or technical authority. If approved the transport and/or transmittal must comply with the security requirements identified in the RCMP's Transport and Transmittal Guide.
3. Restricted items such as cameras, mobile telephones, and audio/visual devices will be surrendered to the main security desk upon arrival at any RCMP facility unless prior written approval has been obtained.
4. If applicable the contractor must hold a valid Document Safeguarding Capability (DSC).
5. The information disclosed under this contract will be administered, maintained, and disposed of in accordance with RCMP Security Policies and the Policy on Government Security.
6. The contractor will promptly notify the RCMP of any unauthorized use or disclosure of the information exchanged under this contract and will furnish the RCMP with details of the unauthorized use or disclosure.
7. The contractor will be responsible for advising the RCMP of any changes in personnel security requirements. i.e., Cleared personnel leaving the company or no longer supporting the RCMP contract, new personnel requiring a clearance and personnel requiring clearance renewal.
8. All contractor personnel will be required to obtain and maintain a personnel security clearance commensurate with the sensitivity of the work being performed throughout the life cycle of the contract (in accordance with the provisions of the SRCL).
9. Clearances will be required from resources identified as being on the Core Team, that will have access to RCMP sites and Protected information.

10. Resources will only have access to Standalone computers. No Ross Access is permitted.

11. Vendor site will only house anonymous data.

RCMP Reliability Status (RRS)

For contractors who require access to RCMP protected information, systems, assets and/or facilities. In this scenario, the RCMP wishes to conduct all checks required for obtaining an RRS. For PWGSC procurement purposes, this should be identified in the contractual documents.

Contractor personnel must submit to verification by the RCMP, prior to being granted access to Protected or Classified information, systems, assets and/or facilities. The RCMP reserves the right to deny access to any of the above to any contractor personnel, at any time.

When the RCMP identifies a requirement for RRS or a security clearance; the successful Bidder, Contractor will submit the following to the RCMP:

1. Form TBS 330-23
2. Form TBS 330-60
3. Form 1020 (Security Interview)
4. Two pieces of photo identification (Birth Certificate and Driver's licence)
5. Two sets of fingerprints
6. Working Visa (where applicable)
7. Two passport photographs
8. Security Interview

The RCMP:

1. will conduct personnel security screening checks above the Policy on Government Security requirements
2. is responsible for escorting requirements on its facilities or sites if they are required.

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 Named Insured: Canada is added as an additional named insured, but only with respect to liability arising out of the performance of the Contract.
 - 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.
 - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
 - m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

- r. Litigation Rights: Pursuant to subsection 5(d) of the *Department of Justice Act*, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

*Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8*

For other provinces and territories, send to:

*Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8*

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

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 \$1,000,000 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.
4. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

ANNEX E
NON-DISCLOSURE AGREEMENT

[to be signed by each individual with access to the information]

I, _____ *[resource/individual]*, recognize that in the course of my work as an employee or subcontractor of _____, *[bidder]* I may be given access to information by or on behalf of Canada in connection with the Work, pursuant to Contract Number M7594-171491/001/SS between Her Majesty the Queen in right of Canada, represented by the Minister of Public Works and Government Services Canada (PWGSC) and the Royal Canadian Mounted Police (RCMP), including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Contractor as part of the Work. For the purposes of this agreement, information includes but not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Contract.

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

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

I agree that the obligation of this agreement will survive the completion of the Contract Number M7594-171491/001/SS.

Signature

Name

Date

**ANNEX 1 to PART 5 OF THE BID SOLICITATION
FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION**

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\) – Labour's](#) website.

Date: _____ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
- A2. The Bidder certifies being a public sector employer.
- A3. The Bidder certifies being a federally regulated employer being subject to the Employment Equity Act.
- A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.

A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

- A5.1. The Bidder certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with ESDC-Labour.

OR

- A5.2. The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

OR

- B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)