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K1A 0K2

Quartier général de la Défense nationale
Ottawa (Ontario)
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**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

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

By e-mail to:

Shiroma.Ratnayake@forces.gc.ca

Director Services Contracting
(D Svcs C) 3-2-8

Attention: Shiroma Ratnayake

Proposal To: National Defence Canada

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

Proposition à : Défense nationale Canada

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

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

At – à : 14 :00 Eastern Daylight Time
(EDT)

On - le : 31 August 2017

Title/Titre Drug Information Services	Solicitation No – N° de l'invitation W6369-17-A051
Date of Solicitation – Date de l'invitation 14 August 2017	
Address Enquiries to – Adresser toutes questions à Shiroma Ratnayake	
Telephone No. – N° de téléphone 819-939-8489	FAX No – N° de fax Shiroma.Ratnayake@forces.gc.ca
Destination See herein.	

Instructions:

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

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

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



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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

Part 1 General Information: provides a general description of the requirement;

Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;

Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;

Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;

Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;

Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and

Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Attachments include Attachment 1 to Part 3 - Pricing Schedule, Attachment 2 to Part 3 – Electronic Payment of Invoices, and Attachment 1 to Part 4: Evaluation Procedures – Mandatory Technical Criteria.

The Annexes include Annex A - Statement of Work, Annex B - Basis of Payment, Annex C - Electronic Payment Instruments, Annex D - DND 626 Task Authorization Form, and Annex E - Deliverable Acceptance Form.



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1.2 Summary

The Department of National Defence (DND) requires a Contractor to provide Drug Information Services, to pharmacists working for the Canadian Forces Health Services Group (CF H Svcs Gp), and the Canadian Forces Drug Exception Centre (CF DEC).

Drug Information Services (DIS) will enable DND pharmacists to receive enhanced access to specialized drug information resources in a timely and accurate manner all year round.

The Contractor must provide Drug Information Services (DIS) to DND pharmacists in 31 sites across Canada and Overseas, as per Appendix 1 to Annex A. The DIS must be provided to DND pharmacists in both Canada's official languages, English and French.

In addition, the Contractor must publish quarterly bulletins in both Canada's official languages, English and French, and develop and provide training sessions, as per Appendix 2 to Annex A. Training sessions must be provided to a maximum of one (1) DND Pharmacist per training session.

The period of any resulting contract is from date of Contract to March 31, 2019, with an irrevocable option on the part of Canada to extend the term of the Contract by up to three (3) additional one (1) year periods.

1.3 Debriefings

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

1.4 Trade Agreements

The requirement is not subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Canadian Free Trade Agreement (CFTA).

1.5 Canadian Content

The requirement is subject to a preference for Canadian services.



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PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *[Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual)* (<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 with the following modifications:

- (i) Section 02, Procurement Business Number is deleted in its entirety;
- (ii) Section 05, Submissions of bids, subsection 2, paragraph (d), is deleted in its entirety and replaced with the following:
 - (d) Send its bid only to the Department of National Defence location specified on page 1 of the bid solicitation or to the address specified in the bid solicitation;
- (iii) Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:
 - i. Delete: 60 days
 - ii. Insert: ninety (90) days;
- (iv) Section 06, Late bids, is deleted in its entirety;
- (v) Section 07, Delayed bids, is deleted in its entirety and replaced with the following:

07 Delayed bids

It is the Bidder's responsibility to ensure that the Contracting Authority has received the entire submission. Misrouting or other electronic delivery issues resulting in late submission of bids will not be accepted;
- (vi) Section 08, Transmission by facsimile, is deleted in its entirety; and
- (vii) Section 20, Further Information is deleted in its entirety.



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2.2 Submission of Bids

Bids must be submitted only to the Department of National Defence (DND) 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 will not be accepted.

2.2.1 Electronic Submissions

Individual e-mails exceeding five (5) megabytes, or that includes other factors such as embedded macros and/or links, may be rejected by the DND e-mail system and/or firewall(s) without notice to the Bidder or Contracting Authority. Larger bids may be submitted through more than one e-mail. The Contracting Authority will confirm receipt of documents. It is the Bidder's responsibility to ensure that the Contracting Authority has received the entire submission. Bidders must not assume that all documents have been received unless the Contracting Authority confirms receipt of each document. Due to the possibility of e-mail rejection and/or other technical issues, bidders are requested to allow sufficient time before the closing time and date to confirm receipt. Bid documents received after the closing time and date will not be accepted.

2.3 Former Public Servant

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

2.3.1 Definitions

For the purposes of this clause:

- (i) "former public servant" is any former member of a department as defined in the *Financial Administration Act*, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:
 - (a) An individual;
 - (b) An individual who has incorporated;
 - (c) A partnership made of former public servants; or



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- (d) A sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.
- (ii) "lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner; and
- (iii) "Pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S., 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

2.3.2 Former Public Servant in Receipt of a Pension

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

Yes () No ()

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

- (i) Name of former public servant; and
- (ii) 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](#).

2.3.3 Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?

Yes () No ()

If so, the Bidder must provide the following information:



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- (i) Name of former public servant;
- (ii) Conditions of the lump sum payment incentive;
- (iii) Date of termination of employment;
- (iv) Amount of lump sum payment;
- (v) Rate of pay on which lump sum payment is based;
- (vi) Period of lump sum payment including start date, end date and number of weeks; and
- (vii) Number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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.



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PART 3 – BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that Bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid: one (1) soft copy in PDF format submitted by e-mail;
Section II: Financial Bid: one (1) soft copy in PDF format submitted by e-mail;
Section III: Certifications: one (1) soft copy in PDF format submitted by e-mail;
and
Section IV: Additional Information: one (1) soft copy in PDF format by e-mail.

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

3.2 Section I: Technical Bid

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

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

3.3 Section II: Financial Bid

Bidders must submit their financial bid in Canadian funds, and in accordance with the pricing schedule detailed in Attachment 1 to Part 3.

Bidders must submit their rate(s), Canadian customs duties and excise taxes included, as applicable, and GST or HST excluded.

When preparing their financial bid, Bidders should review clause 4.1.2, Financial Evaluation, of Part 4 of the bid solicitation; and article 7.7, Payment, of Part 7 of the bid solicitation.

All rates included in the pricing schedule detailed in Attachment 1 to Part 3 exclude travel and living expenses.



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3.4 Electronic Payment of Invoices – Bid

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

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

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

3.5 Exchange Rate Fluctuation

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

3.6 Section III: Certifications

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

3.7 Section IV: Additional Information

In Section IV of their bid, bidders should provide:

- (i) A completed, signed, and dated Page 1 of this solicitation;
- (ii) The name of the contact person (provide also this person’s title, mailing address, phone number, and email address) authorized by the Bidder to enter into communications with Canada with regards to their bid, and any contract that may result from their bid;
- (iii) For Part 2, article 2.3, Former Public Servant, of the bid solicitation: the required answer to each question; and, if the answer is yes, the required information;
- (iv) For Part 2, article 2.5, Applicable Laws, of the bid solicitation: the province or territory if different than specified; and
- (v) Any other information submitted in the bid not already detailed.



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ATTACHMENT 1 to PART 3 - PRICING SCHEDULE

The Bidder must complete this pricing schedule and include it in its financial bid.

All prices and costs must be submitted in Canadian Dollars, Applicable Taxes excluded.

The firm price specified below includes all expenses, excluding travel, applicable taxes are extra, that may need to be incurred to satisfy the terms of any contract that may result from its bid, for the Work described in Annex A, Statement of Work of the bid solicitation.

1.0 Contract Period (From Date of Contract Award to March 31, 2019)

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

Part One (1) of Two (2): Professional Fees for All-Inclusive Hourly Service

Firm All-Inclusive Hourly Rate			
	Quoted Firm All-Inclusive Hourly Rate (in CDN \$)	Estimated Level of Effort (hrs)	Total (in CDN \$)
	A	B	C = A X B
Contract Period - Date of Contract to March 31, 2019			
Firm All-Inclusive Hourly Rate	\$ _____	300	\$ _____

Part Two (2) of Two (2): Professional Fees for Training Sessions

Firm All-Inclusive Unit Price Per Training Session			
	Quoted Firm All-Inclusive Unit Price Per Training Session	Training Session	Total (in CDN \$)
Contract Period - Date of Contract to March 31, 2019			
Firm All-Inclusive Unit Price per Training Session	\$ _____	1	\$ _____

1.1 Total Estimated Cost – Professional Fees for All-Inclusive Hourly Service, and for Training Sessions – Initial Contract Period: \$ _____ (amount to be inserted at Bid Issuance)



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2.0 Option to Extend the Term of the Contract

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

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

2.1 Extended Contract Period One (1) - April 01, 2019 to March 31, 2020 (Optional)

Part One (1) of Two (2): Professional Fees for All-Inclusive Hourly Service

Firm All-Inclusive Hourly Rate			
	Quoted Firm All-Inclusive Hourly Rate (in CDN \$)	Estimated Level of Effort (hrs)	Total (in CDN \$)
	A	B	C = A X B
Firm All-Inclusive Hourly Rate	\$ _____	250	\$ _____

Part Two (2) of Two (2): Professional Fees for Training Sessions

Firm All-Inclusive Unit Price Per Training Session			
	Quoted Firm All-Inclusive Unit Price Per Training Session	Training Session	Total (in CDN \$)
Firm All-Inclusive Unit Price per Training Session	\$ _____	1	\$ _____

2.2 Total Estimated Cost – Professional Fees for All-Inclusive Hourly Service, and for Training Sessions – Option Period One (1): \$ _____ (amount to be inserted at Bid Issuance)



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2.3 Extended Contract Period Two (2) - April 01, 2020 to March 31, 2021 (Optional)

Part One (1) of Two (2): Professional Fees for All-Inclusive Hourly Service

Firm All-Inclusive Hourly Rate			
	Quoted Firm All-Inclusive Hourly Rate (in CDN \$)	Estimated Level of Effort (hrs)	Total (in CDN \$)
	A	B	C = A X B
Firm All-Inclusive Hourly Rate	\$ _____	250	\$ _____

Part Two (2) of Two (2): Professional Fees for Training Sessions

Firm All-Inclusive Unit Price Per Training Session			
	Quoted Firm All-Inclusive Unit Price Per Training Session	Training Session	Total (in CDN \$)
Firm All-Inclusive Unit Price per Training Session	\$ _____	1	\$ _____

2.4 Total Estimated Cost – Professional Fees for All-Inclusive Hourly Service, and for Training Sessions – Option Period Two (2): \$ _____ (amount to be inserted at Bid Issuance).



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2.5 Extended Contract Period Three (3) - April 01, 2021 to March 31, 2022 (Optional)

Part One (1) of Two (2): Professional Fees for All-Inclusive Hourly Service

Firm All-Inclusive Hourly Rate			
	Quoted Firm All-Inclusive Hourly Rate (in CDN \$)	Estimated Level of Effort (hrs)	Total (in CDN \$)
	A	B	C = A X B
Firm All-Inclusive Hourly Rate	\$ _____	250	\$ _____

Part Two (2) of Two (2): Professional Fees for Training Sessions

Firm All-Inclusive Unit Price Per Training Session			
	Quoted Firm All-Inclusive Unit Price Per Training Session	Training Session	Total (in CDN \$)
Firm All-Inclusive Unit Price per Training Session	\$ _____	1	\$ _____

2.6 Total Estimated Cost – Professional Fees for All-Inclusive Hourly Service, and for Training Sessions – Option Period Three (3): \$ _____ (amount to be inserted at Bid Issuance).

3.0 TOTAL EVALUATED PRICE

3.1 Professional Fees for All-Inclusive Hourly Service, and for Training Sessions (Inclusive of all periods (i.e. 1.1 + 2.2 + 2.4 +2.6): \$ _____ (amount to be inserted at Bid Issuance)



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ATTACHMENT 2 to PART 3 - ELECTRONIC PAYMENT OF INVOICES

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

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



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PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

The evaluation team will determine first if there are two (2) or more bids with a valid Canadian Content certification. In that event, the evaluation process will be limited to the bids with the certification; otherwise, all bids will be evaluated. If some of the bids with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive bids with a valid certification remain, the evaluation will continue among those bids with a valid certification. If all bids with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other bids received will be evaluated.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Mandatory technical evaluation criteria are detailed in Attachment 1 to Part 4.

4.1.2 Financial Evaluation

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

Any estimated level of services specified in the pricing schedule detailed in Attachment 1 to Part 3 is provided for bid evaluated price determination purposes only. It is only an approximation of the requirements and is not to be considered as a contract guarantee.

4.1.3 Basis of Selection – Lowest Evaluated Price, Mandatory Technical Criteria

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

Should two (2) or more responsive bids achieve an identical lowest evaluated price, the bid with the highest level of experience in mandatory technical criterion M2 will be recommended for award of a contract.



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ATTACHMENT 1 to PART 4

Evaluation Procedures

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion must be addressed separately.

MANDATORY TECHNICAL CRITERIA

No.	REQUIREMENT	MET	NOT MET	Cross Reference to Proposal
M1	<p>The Bidder must have a minimum of twenty-four (24) months of cumulative work experience in publishing written drug information publications in both English and French.</p> <p>Bid Preparation Instructions:</p> <p>The Bidder must provide proof of five (5) published articles in the last twenty-four (24) months. The Bidder must also provide a copy of their company profile.</p>			
M2	<p>The Bidder must have a minimum of twelve (12) months of cumulative work experience obtained within the last five (5) years in providing Drug Information Training.</p> <p>Bid Preparation Instructions:</p> <p>M2 will be evaluated using the company profile provided in M1.</p>			
M3	<p>The Bidder must have a minimum of twelve (12) months of cumulative work experience obtained within the last five (5) years in providing drug information services that are related to direct patient care, policy development, and development of research protocols.</p> <p>Bid Preparation Instructions:</p> <p>M3 will be evaluated using the company profile provided in M1.</p>			



No.	REQUIREMENT	MET	NOT MET	Cross Reference to Proposal
M4	<p>The Bidder must have a minimum twenty-four (24) months of cumulative work experience in the following:</p> <ol style="list-style-type: none"> 1. Applying principles of evidence-based medicine review using meta-analysis; 2. Evaluating cohort studies; and 3. Analyzing pharma-economics or cost-effectiveness for submission to a drug review committee comprised of health professionals who provide medical and pharmaceutical advice in an impartial and practical manner, using an evidence-based approach with the aim to develop program policy and make decisions on medication status within a drug formulary. <p>Bid Preparation Instructions: M4 will be evaluated using the company profile provided in M1.</p>			
M5	<p>The Bidder must propose a minimum of one (1) individual who will fulfill the service requirements of the Statement of Work in Annex "A". As well, each of the proposed individuals must:</p> <ol style="list-style-type: none"> a) be a licensed or registered Pharmacist in any province or territory in Canada; and at least one of the proposed individuals must have: b) a Doctor of Pharmacy (Pharm.D.) from a recognized Canadian university or the equivalent as established by a recognized Canadian academic credentials assessment service*, if obtained outside Canada., or c) possess twelve (12) months of cumulative experience in providing drug information services. <p>Bid Preparation Instructions:</p> <p>The Bidder must provide a copy of the license to show that they are a registered Pharmacist in any one of the provinces or territories in Canada. The Bidder must provide a copy of the diploma for the proposed pharmacist. The Bidder must provide a copy of the proposed resource(s) Curriculum Vitae (CV).</p> <p>* The list of recognized organizations can be found under the Canadian Information Centre for</p>			



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No.	REQUIREMENT	MET	NOT MET	Cross Reference to Proposal
	International Credentials web site, at the following Internet link: http://www.cicic.ca/indexe.stm			



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PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.1.2 Canadian Content Definition

[A3050T](#) (2014-11-27), Canadian Content Definition

5.1.2.1 Canadian Content Certification

This procurement is conditionally limited to Canadian services.

Subject to the evaluation procedures contained in the bid solicitation, bidders acknowledge that only bids with a certification that the service offered is a Canadian service, as defined in clause [A3050T](#), may be considered.

Failure to provide this certification completed with the bid will result in the service offered being treated as a non-Canadian service.

The Bidder certifies that:

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

5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid but may be submitted afterwards. If any of these required certifications or



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additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame specified will render the bid non-responsive.

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity list "[FCP Limited Eligibility List](#)" available at the bottom of the page of the [Federal Contractors Program](#) website.

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

5.2.3 Additional Certifications Precedent to Contract Award

5.2.4 Status and Availability of Resources

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

5.2.5 Education and Experience

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



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PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

There is no security requirement applicable to the Contract.



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PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Security Requirements

There is no security requirement applicable to the Contract.

7.2 Statement of Work

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

7.2.1 Task Authorization

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

7.2.2 Task Authorization Process

The Task Authorization Process is as follows:

The Technical Authority will provide the Contractor with a description of the task using the DND 626, Task Authorization Form specified in Annex D;

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

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

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

7.2.3 Task Authorization Limit

The Technical Authority may authorize individual task authorizations up to a limit of \$10,000.00 Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Contracting Authority before issuance.



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7.2.3.1 Minimum Work Guarantee - All the Work - Task Authorizations

In this clause,

- (i) "Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and
- (ii) "Minimum Contract Value" means 10% of the Maximum contract value.

Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.

Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

7.2.3.2 Periodic Usage Reports - Contracts with Task Authorizations

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Contracting Authority.

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31; and

4th quarter: January 1 to March 31.



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The data must be submitted to the Contracting Authority no later than 15 calendar days after the end of the reporting period.

7.2.3.3 Reporting Requirement- Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain as a minimum:

For each authorized task:

- (i) the authorized task number or task revision number(s);
- (ii) a title or a brief description of each authorized task;
- (iii) the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- (iv) the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- (v) the start and completion date for each authorized task; and
- (vi) the active status of each authorized task, as applicable.

For all authorized tasks:

- (i) the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- (ii) the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

7.2.3.4 Task Authorization - Department of National Defence

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

7.3 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Condition Manual [Standard Acquisition Clauses and Conditions Manual](#) issued by Public Works and Government Services Canada.

7.3.1 General Conditions

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



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Article 01, Interpretation, "Canada", "Crown", "Her Majesty" or "the Government", is deleted in its entirety and replaced with the following:

"Canada", "Crown", "Her Majesty" or "the Government"

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

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from date of Contract Award to to March 31, 2019.

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 three (3) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

7.4.3 Transition Period

The Contractor acknowledges that the nature of the services provided under the Contract requires continuity and that a transition period may be required at the end of the Contract. The Contractor agrees that Canada may, at its discretion, extend the Contract by a period of two months under the same conditions to ensure the required transition. 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.



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7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Shiroma Ratnayake
Title: Contracting Officer
Organization: Directorate of Services Contracting, D Svcs C 3-2-8
Address: Department of National Defence
101 Colonel By Drive
Ottawa ON K1A 0K2
Telephone: 819-939-8489
E-mail address: SHIROMA.RATNAYAKE@forces.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 Procurement Authority

The Contracting Authority for the Contract is:

(Contact information to be detailed in the resulting contract)

Name:
Title:
Organization:
Address:
Telephone:
E-mail address:

The Procurement Authority is the representative of the department or agency for whom the Work is being carried out under the Contract. The Procurement Authority is responsible for the implementation of tools and processes required for the administration of the Contract. The Contractor may discuss administrative matters identified in the Contract with the Procurement Authority however the Procurement Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of Work can only be made through a contract amendment issued by the Contracting Authority.



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7.5.3 Technical Authority

The Technical Authority for the Contract is:

(Contact information to be detailed in the resulting contract)

Name:
Title:
Organization:
Address:
Telephone:
E-mail address:

The Technical Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. 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

The Contractor's Representative for the Contract is:

(Contact information to be detailed in the resulting contract)

Name:
Title:
Organization:
Address:

Telephone:
Facsimile:
E-mail address:

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

7.7.1.1 Firm Price, Firm Unit Price(s) or Firm Lot Price(s) – Task Authorizations

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid the firm



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unit price(s) in accordance with the basis of payment, in Annex "B" as specified in the authorized TA. Customs duties are included, and Applicable Taxes are extra.

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

7.7.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

Canada's total liability to the Contractor under the Contract must not exceed the sum of \$ _____ (amount to be inserted at contract award). Customs duties are included and Applicable Taxes are extra.

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

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

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

If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.7.3 Method of Payment

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

- (i) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- (ii) all such documents have been verified by Canada; and
- (iii) the Work performed has been accepted by Canada.

7.7.4 Electronic Payment of Invoices - Contract

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

(List to be updated in the resulting contract as per Annex C, Electronic Payment Instruments)

- (i) Visa Acquisition Card;



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

7.7.5 SACC Manual Clauses

[A9117C](#) (2007-11-30), T1204 - Direct Request by Customer Department
[C0305C](#) (2008-05-12), Cost Submission

7.7.6 Discretionary Audit

[C0705C](#) (2010-01-11), Discretionary Audit

7.8 Invoicing Instructions

Additional Invoicing Instructions:

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

Each invoice must be supported by:

- a) A copy of the monthly log for the All-Inclusive Hourly Service.

Invoices must be distributed as follows:

Canada requests that the Contractor submits all invoices electronically, as a high quality PDF document to:

- i. Technical Authority's delegate: **(To be Inserted at Contract Award)**
- ii. Contracting Authority: **(To be Inserted at Contract Award)**

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



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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 Certifications – Contract

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

7.9.4 Canadian Content Certification

[A3060C](#) (2008-05-12), Canadian Content Certification

7.10 Applicable Laws

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

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 General Conditions [2035](#) (2016-04-04), General Conditions - Higher Complexity - Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Electronic Payment Instruments;
- (f) Annex D, Task Authorization
- (g) Annex E, Deliverable Acceptance Form; and
- (h) The Contractor's bid dated _____, *(insert date of bid at contract award)*

7.12 Defence Contract

[A9006C](#) (2012-07-16), Defence Contract

7.13 Foreign Nationals (Canadian Contractor)

[A2000C](#) (2006-06-16), Foreign Nationals (Canadian Contractor)

7.14 Foreign Nationals (Foreign Contractor)

[A2001C](#) (2006-06-16), Foreign Nationals (Foreign Contractor)

7.15 Insurance Requirements

[G1005C](#) (2016-01-28) Insurance – No Specific Requirement



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7.16 Specific Individuals

The Contractor must provide the services of the following individuals to perform the Work as stated in the Contract:

Pharmacist (insert name of person)



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ANNEX “A”

STATEMENT OF WORK

1.0 TITLE

Drug Information Services

2.0 SCOPE

2.1 Purpose

The purpose of this Contract is to provide the Canadian Forces Health Services Group (CF H Svcs Gp), and the Canadian Forces Drug Exception Centre (CF DEC) with Drug Information Services (DIS). The DIS will be provided to DND pharmacists across 31 sites, in order to enhance their access to specialized drug information resources. These services must be provided to Canadian Forces pharmacists in both English and French, and in a timely and accurate manner all year-round.

2.2 Background

Pharmacists that are employed by the Department of National Defence (DND) fulfill three major functions. The three major functions include:

- (1) provide pharmaceutical care directly to patients at base pharmacies;
- (2) develop policies which govern the use of medications within DND facilities; and
- (3) evaluate drug and medical supply use throughout the Canadian Forces health care system.

A requirement now exists to enhance the access of DND pharmacists to specialized drug information resources through the DIS, which will enable DND pharmacists to focus on their major functions and with the support of timely, accurate, comprehensive and relevant drug information; ensure the provision of safe and effective drug therapy.

2.3 Acronym List

CF	Canadian Forces
CF DEC	Canadian Forces Drug Exception Centre
DND	Department of National Defence
MS	Microsoft
PDF	Portable Document Format
SOW	Statement of Work

3.0 TASKS

3.1 Drug Information Services

- 3.1.1 The Contractor must provide DND pharmacists with reliable, comprehensive and unbiased drug information services in a professional and courteous manner to satisfy the following:



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- 3.1.1.1 The Contractor must provide comprehensive literature searches within a pre-specified scope, for purposes of informing policy development or review;
- 3.1.1.2 The Contractor must identify previous research initiatives and other background information, as related to specific drug use studies undertaken by DND; and
- 3.1.1.3 The Contractor must identify sources of information suitable for use in assessing or determining treatment strategies for individual patients to provide pharmaceutical care or process claims for reimbursement of medication.
- 3.1.2 The Contractor must provide Drug Information Services in both official languages to the pharmacists working at the facilities listed in Appendix 1.
- 3.1.3 The Contractor must be available to provide Drug Information Services to DND pharmacists all year-round, from 0830 to 1630 Eastern Time, five days per week (Monday to Friday), excluding statutory Holidays observed by the Canadian Forces Health Services Group in Ottawa, Ontario.
- 3.1.4 The Contractor must provide a message service to receive requests for information made outside of the service hours stated in Article 2.1.3 of this SOW.
- 3.1.5 Requests for Drug Information will be assessed by the Requestor as Urgent, Non-Urgent or Policy Related.
- 3.1.6 From receipt of a Request for Drug Information, the Contractor must provide the requested information within two (2) hours for Urgent Requests, within the next business day for Non-Urgent Requests, and within three (3) business days for Policy Related Requests.
- 3.1.7 In the event that the Contractor is provided with several Urgent Requests, and as a result, is unable to meet the response requirements stated in Article 2.1.6 of the SOW, the Contractor must advise the Technical Authority of this situation and the Technical Authority will prioritize the Requests. Should the Technical Authority be unavailable to prioritize the Requests, the Contractor must prioritize the requests on a 'first come, first serve' basis and advise the Requesters of the situation and the status of their request in the queue.
- 3.1.8 The Contractor must communicate responses to Drug Information Requests made by DND pharmacists by telephone, facsimile or electronic mail in the Canadian official language chosen by the DND pharmacist that made the Request. Written responses to Drug Information Requests are not required to be submitted in accordance with the standardized Drug Information Response to Medical questions format.
- 3.1.9 The Contractor must forward all appropriate references pertaining to a Request for Drug Information to the Requester upon request.



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3.2 **Drug Information Bulletins**

The Contractor must publish and distribute Drug Information Bulletins as part of a continuing education initiative for DND pharmacists.

Each Drug Information Bulletin must be two (2) to four (4) pages in length and must be published in both English and French.

Drug Information Bulletins must be distributed on a quarterly basis.

The data must be submitted on a quarterly basis to the Technical Authority.

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31; and

4th quarter: January 1 to March 31.

The data must be submitted to each facility listed in **Appendix 1**, and to the Technical Authority, no later than fifteen (15) calendar days after the end of the reporting period.

Drug Information Bulletins must be distributed electronically or by mail.

Electronically distributed bulletins must be in MS Word or in PDF format.

Topics covered in Drug Information Bulletins must reflect current disease state and therapeutic issues in drug management.

4.0 **DELIVERABLES**

4.1 Monthly Log

The Contractor must submit, on a monthly basis, a log of Drug Information Requests received.

The Monthly Log must be submitted electronically in Microsoft Excel format to the Technical Authority.

The Monthly Log must contain the following data:

- (a) Date of Request;
- (b) Name and Designation of Requester;
- (c) Requester facility location;
- (d) Nature of Request (Patient Care or Policy Related);
- (e) Number of Questions in Request; and
- (f) Amount of Contractor time spent providing service for each request.



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4.2 Training

Upon receipt of a signed Task Authorization for Training, the Contractor must provide training for DND pharmacists.

The Contractor must develop and provide the training curriculum and reading materials in accordance with the goals and objectives in **Appendix 2**.

The Contractor must train a maximum of one (1) DND Pharmacist per training session.

One (1) training session must not exceed one (1) week, forty (40) hours per week, or eight (8) hours per day.

The Contractor must provide the training session within one (1) month of receipt of the request for training.

4.3 Meetings

The Contractor must participate in meetings, which would be called at the request of either party, regarding the provision of services and related concerns of either party. If acceptable to all parties, meetings may be conducted via teleconference.

4.4 All deliverables must be subject to inspection by the Technical Authority or its designated representative as per Annex E, Deliverable Acceptance Form. Should any deliverable not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Technical Authority, as submitted, the Technical Authority must have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

5.0 LOCATION OF WORK

All Tasks must be performed at Contractor's facilities.

6.0 CONSTRAINTS

The DND Pharmacists must have access to the portal of the Contractor for the Drug Information Services.

7.0 LANGUAGE

The Contractor must ensure that resources are able to communicate, orally and in writing, in both Canada's official languages, English and French.



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APPENDIX '1' OF ANNEX 'A'

(Contact information is to be provided at Contract Award for all locations).

Province	Unit	Contact Information
Alberta	Pharmacy, 22 CF H Svcs C, Cold Lake	
Alberta	Pharmacy, 1 Field Ambulance, Edmonton	
Alberta	Pharmacy, 12 CF H Svcs C, Wainwright	
British Columbia	Pharmacy, 21 CF H Svcs C, Comox	
British Columbia	Medical Provisioning Point - CF H Svcs C (P), Esquimalt	
British Columbia	Pharmacy, CF H Svcs C (P), Esquimalt	
Manitoba	Pharmacy, 11 CF H Svcs C, Shilo	
Manitoba	Pharmacy, 23 CF H Svcs C, Winnipeg	
New Brunswick	Pharmacy, 42 CF H Svcs C, Gagetown	
Nova Scotia	Pharmacy, 26 CF H Svcs C, Greenwood	
Nova Scotia	Pharmacy, CF H Svcs C (A), Halifax	
Nova Scotia	Medical Provisioning Point - CF H Svcs C (A), Halifax	
Nova Scotia	Pharmacy, CF H Svcs C (A), Shearwater	
Ontario	Pharmacy, 31 CF H Svcs C, Borden	
Ontario	CF Medical Services School, Borden	
Ontario	Pharmacy, 33 CF H Svcs C, Kingston	
Ontario	Pharmacy, 31 CF H Svcs C, Meaford	
Ontario	Drug Exception Center, CF H Svcs Gp HQ, Ottawa	
Ontario	G4 Medical Material Management, CF H Svcs HQ, Ottawa	
Ontario	Pharmacy, CF H Svcs C, Ottawa	
Ontario	CMED, Petawawa	
Ontario	Pharmacy, 2 Field Ambulance, Petawawa	



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Ontario	Pharmacy, 1 Canadian Field Hospital, Petawawa	
Ontario	Pharmacy, 32 CF H Svcs C, Toronto	
Ontario	Pharmacy, 24 CF H Svcs C, Trenton	
Québec	Pharmacy, 25 CF H Svcs C, Bagotville	
Québec	Pharmacy, 41 CF H Svcs C, Saint-Jean	
Québec	Pharmacy, 5 Field Ambulance, Valcartier	
Saskatchewan	Pharmacy, 23 CF H Svcs C, Moose Jaw	



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APPENDIX '2' OF ANNEX 'A'

DRUG INFORMATION TRAINING

1.0 GOAL:

The trainee must develop the skills necessary to independently conduct biomedical literature search, to appraise the literature, and to formulate questions relevant to the drug information request.

2.0 OBJECTIVES:

Upon completion of the rotation, the DND pharmacist must be able to:

- 2.1 Describe characteristics of indexing options for storing and retrieving drug information (AHFS¹, ATC², ICD³).
- 2.2 Discriminate between the requesters' statement of need and the actual drug information need by asking for appropriate additional information about the patient, disease or drug.
- 2.3 Determine the urgency and depth of response for any given question.
- 2.4 Prioritize requests to ensure that the responses are provided in a timely fashion.
- 2.5 Devise a systematic, efficient, and thorough procedure for retrieving drug information.
 - 2.5.1 Explain the strengths and weaknesses of manual (textbooks, journals) and electronic (Micromedex, Drug Product Database, Internet) methods of retrieving biomedical literature.
 - 2.5.2 Compare the characteristics of each of the available primary (journals), secondary (indexing and abstracting services) and tertiary (textbooks) resources for biomedical literature.
 - 2.5.3 Identify foreign drug products, their pharmacology and therapeutic use.
- 2.6 Determine from all retrieved biomedical literature the appropriate information to evaluate.
- 2.7 Appraise critically the usefulness of biomedical literature gathered applying the principles of evidence-based medicine.

¹AHFS: American Hospital Formulary System

²ATC: Anatomical, Therapeutic, Chemical

³ICD: International Classification of Diseases



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- 2.8 Formulate clear and comprehensive verbal and written responses to drug information requests based on analysis of the literature and his or her knowledge base, as appropriate.

3.0 REVIEW AND APPROVAL OF THE TRAINING CURRICULUM:

Section 2, the Drug Information Training Objectives will be subject to inspection by the Technical Authority or its designated representative as per Annex E, Deliverable Acceptance Form. If any of the training objectives, is not in accordance with the requirements listed in section 1, Goals, and Section 2, Objectives, and is not in the satisfaction of the Technical Authority, as submitted, the Technical Authority must have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.



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ANNEX “B”

BASIS OF PAYMENT

B.1 Period of the Contract (From Date of Contract Award to March 31, 2019)

B.1.1 During the period of the Contract, the Contractor will be paid as specified below, for Work performed in accordance with the Contract. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax (GST/HST) is extra, if applicable.

B.2 Professional Fees

B.2.1 The Contractor will be paid Firm All-Inclusive Hourly Rate in CDN \$ for the period in accordance with the table below.

B.2.2 The Firm All-Inclusive Hourly Rate specified below includes all expenses, excluding travel, applicable taxes are extra, that may need to be incurred to satisfy the terms of any contract that may result from its bid, for the Work described in the Statement of Work in Annex A.

Part One (1) of Two (2): Professional Fees for All-Inclusive Hourly Service

Quoted Firm All- Inclusive Hourly Rate (in CDN \$)	
Firm All-Inclusive Hourly Rate	\$ _____ (To be Inserted at Contract Award)

Part Two (2) of Two (2): Professional Fees for Training Sessions

Firm All-Inclusive Unit Price Per Training Session	
Firm All-Inclusive Unit Price per Training Session	\$ _____ (To be Inserted at Contract Award)



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2.0 Option to Extend the Term of the Contract

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

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

2.1 Extended Contract Period One (1) - April 01, 2019 to March 31, 2020 (Optional)

Part One (1) of Two (2): Professional Fees for All-Inclusive Hourly Service

Quoted Firm All- Inclusive Hourly Rate (in CDN \$)	
Firm All-Inclusive Hourly Rate	\$ _____ (To be Inserted at Contract Award)

Part Two (2) of Two (2): Professional Fees for Training Sessions

Firm All-Inclusive Unit Price Per Training Session	
Firm All-Inclusive Unit Price per Training Session	\$ _____ (To be Inserted at Contract Award)



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2.2 Extended Contract Period Two (2) - April 01, 2020 to March 31, 2021 (Optional)

Part One (1) of Two (2): Professional Fees for All-Inclusive Hourly Service

Quoted Firm All- Inclusive Hourly Rate (in CDN \$)	
Firm All-Inclusive Hourly Rate	\$ _____ (To be Inserted at Contract Award)

Part Two (2) of Two (2): Professional Fees for Training Sessions

Firm All-Inclusive Unit Price Per Training Session	
Firm All-Inclusive Unit Price per Training Session	\$ _____ (To be Inserted at Contract Award)



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2.3 Extended Contract Period Three (3) - April 01, 2021 to March 31, 2022 (Optional)

Part One (1) of Two (2): Professional Fees for All-Inclusive Hourly Service

Quoted Firm All- Inclusive Hourly Rate (in CDN \$)	
Firm All-Inclusive Hourly Rate	\$ _____ (To be Inserted at Contract Award)

Part Two (2) of Two (2): Professional Fees for Training Sessions

Firm All-Inclusive Unit Price Per Training Session	
Firm All-Inclusive Unit Price per Training Session	\$ _____ (To be Inserted at Contract Award)



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ANNEX “C”

ELECTRONIC PAYMENT INSTRUMENTS

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

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



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ANNEX "D"

TASK AUTHORIZATION FORM

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

DND 626 (01-05)

Design: Forms Management 993-4050
Conception: Gestion des formulaires 993-4052



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**Instructions for completing
DND 626 - Task Authorization**

Contract no.
Enter the PWGSC contract number in full.

Task no.
Enter the sequential Task number.

Amendment no.
Enter the amendment number when the original Task is amended to change the scope or the value.

Increase/Decrease
Enter the increase or decrease total dollar amount including taxes.

Previous value
Enter the previous total dollar amount including taxes.

To
Name of the contractor.

Delivery location
Location where the work will be completed, if other than the contractor's location.

Delivery/Completion date
Completion date for the task.

for the Department of National Defence
Signature of the DND person who has delegated Authority for signing DND 626 (level of authority based on the dollar value of the task and the equivalent signing authority in the PAM 1.4). **Note:** the person signing in this block ensures that the work is within the scope of the contract, that sufficient funds remain in the contract to cover this task and that the task is affordable within the Project/Unit budget.

Services
Define the requirement briefly (attach the SOW) and identify the cost of the task using the contractor's quote on the level of effort. The Task must use the basis of payment stipulated in the contract. If there are several basis of payment then list here the one(s) that will apply to the task quote (e.g. milestone payments; per diem rates/labour category hourly rates; travel and living rates; firm price/ceiling price, etc.). All the terms and conditions of the contract apply to this Task Authorization and cannot be ignored or amended for this task. Therefore it is not necessary to restate these general contract terms and conditions on the DND 626 Task form.

Cost
The cost of the Task broken out into the individual costed items in **Services**.

GST/HST
The GST/HST cost as appropriate.

Total
The total cost of the task. The contractor may not exceed this amount without the approval of DND indicated on an amended DND 626. The amendment value may not exceed 50% (or the percentage for amendments established in the contract) of the original value of the task authorization. The total cost of a DND 626, including all amendments, may not exceed the funding limit identified in the contract.

Applicable only to PWGSC contracts
This block only applies to those Task Authorization contracts awarded by PWGSC. The contract will include a specified threshold for DND sole approval of the DND 626 and a percentage for DND to approve amendments to the original DND 626. Tasks that will exceed these thresholds must be passed to the PWGSC Contracting Authority for review and signature prior to authorizing the contractor to begin work.

Note:
Work on the task may not commence prior to the date this form is signed by the DA Authority - for tasks within the DND threshold; and by both DND and PWGSC for those tasks over the DND threshold.

**Instructions pour compléter le formulaire
DND 626 - Autorisation des tâches**

N° du contrat
Inscrivez le numéro du contrat de TPSGC en entier.

N° de la tâche
Inscrivez le numéro de tâche séquentiel.

N° de la modification
Inscrivez le numéro de modification lorsque la tâche originale est modifiée pour en changer la portée.

Augmentation/Réduction
Inscrivez le montant total de l'augmentation ou de la diminution, y compris les taxes.

Valeur précédente
Inscrivez le montant total précédent, y compris les taxes.

À
Nom de l'entrepreneur.

Expédié à
Endroit où le travail sera effectué, si celui-ci diffère du lieu d'affaires de l'entrepreneur.

Date de livraison/d'achèvement
Date d'achèvement de la tâche.

pour le ministère de la Défense nationale
Signature du représentant du MDN auquel on a délégué le pouvoir d'approbation en ce qui a trait à la signature du formulaire DND 626 (niveau d'autorité basé sur la valeur de la tâche et le signataire autorisé équivalent mentionné dans le MAA 1.4). **Nota :** la personne qui signe cette attache de signature confirme que les travaux respectent la portée du contrat, que suffisamment de fonds sont prévus au contrat pour couvrir cette tâche et que le budget alloué à l'unité ou pour le projet le permet.

Services
Définissez brièvement le besoin (joignez l'ET) et établissez le coût de la tâche à l'aide de la soumission de l'entrepreneur selon le niveau de difficulté de celle-ci. Les modalités de paiement stipulées dans le contrat s'appliquent à la tâche. Si plusieurs d'entre elles sont prévues, énumérez ici celle/celles qui s'appliquera/ront à la soumission pour la tâche à accomplir (p.ex. acompte fondé sur les étapes franchies; taux quotidien ou taux horaire établi selon la catégorie de main-d'oeuvre; frais de déplacement et de séjour; prix fixe ou prix plafond; etc.). Toutes les modalités du contrat s'appliquent à cette autorisation de tâche et ne peuvent être négligées ou modifiées quant à la tâche en question. Il n'est donc pas nécessaire de répéter ces modalités générales afférentes au contrat sur le formulaire DND 626.

Prix
Mentionnez le coût de la tâche en le répartissant selon les frais afférents à chaque item mentionné dans la rubrique **Services**.

TPS/TVH
Mentionnez le montant de la TPS/TVH, s'il y a lieu.

Total
Mentionnez le coût total de la tâche. L'entrepreneur ne peut dépasser ce montant sans l'approbation du MDN, formulaire DND 626 modifié à l'appui. Le coût de la modification ne peut pas être supérieur à 50 p. 100 du montant initial prévu dans l'autorisation de tâche (ou au pourcentage prévu dans le contrat pour les modifications). Le coût total spécifié dans le formulaire DND 626, y compris toutes les modifications, ne peut dépasser le plafond de financement mentionné dans le contrat.

Ne s'applique qu'aux contrats de TPSGC
Le présent paragraphe s'applique uniquement aux autorisations de tâche accordées par TPSGC. On inscrira dans le formulaire DND 626 un plafond précis qui ne pourra être approuvé que par le MDN et un pourcentage selon lequel le MDN pourra approuver des modifications au formulaire DND 626 original. Les tâches dont le coût dépasse ces plafonds doivent être soumises à l'autorité contractante de TPSGC pour examen et signature avant qu'on autorise l'entrepreneur à débiter les travaux.

Nota :
Les travaux ne peuvent commencer avant la date de signature de ce formulaire par le responsable du MDN, pour les tâches dont le coût est inférieur au plafond établi par le MDN, et par le MDN et TPSGC pour les tâches dont le coût dépasse le plafond établi par le MDN.



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ANNEX "E"

DELIVERABLE ACCEPTANCE FORM

CONTRACT NUMBER: W6369-17-A051

CONTRACTOR: _____.

TASK NUMBER: - N/A

DELIVERABLE DESCRIPTION:

DELIVERABLE DUE DATE: _____

DELIVERABLE RECEIPT DATE: _____

ACCEPTANCE AUTHORITY EVALUATION

"The undersigned Inspection/Technical Authority Agent hereby accepts the Deliverable Item referenced herein and certifies that the Deliverable Item is in complete compliance with the relevant Statement of Work and acceptance criteria."

ACCEPTED : Yes / No – with Comments

INSPECTION AUTHORITIES

Date	Name	Designation	Signature
------	------	-------------	-----------

PROJECT / TECHNICAL AUTHORITY APPROVED

Date	Name	Designation	Signature
------	------	-------------	-----------

DISTRIBUTION

Technical Authority
Contracting Authority
Contractor