

REQUEST FOR STANDING OFFERS

**Psychological Assessment and Executive Counselling Services
For the National Capital Region and Various Provinces Across Canada**

**For the
Public Service Commission of Canada**

Solicitation Date: November 9, 2017

CLOSING DATE AND TIME: DECEMBER 20, 2017 at 2:00 p.m. EASTERN STANDARD TIME

Standing Offer Authority: **Angèle Fortier-Renaud**

Public Service Commission
Tel: (819) 420-8381
Fax: (819) 420-8368
E-mail: Angele.Fortier-Renaud@cfp-psc.gc.ca

Backup: **Julie Gauthier**

Public Service Commission
Tel: (819) 420-6589
Fax: (819) 420-8368
E-mail: Julie.Gauthier@cfp-psc.gc.ca

(The Standing Offer Authority is responsible for establishing and administering the contract.)

Proposal Submission:

Submit your proposal to the Public Service Commission, at one of the following addresses:

For delivery by courier services:

Bid Receiving
SOLICITATION NUMBER: D1120-17-1000
Public Service Commission c/o SCI
Procurement Services
465 Industrial Ave.
Ottawa, Ontario K1G 0Z1

Attention: Angèle Fortier-Renaud

For in-person drop-off :

Bid Receiving
SOLICITATION NUMBER: D1120-17-1000
Public Service Commission
Procurement Services
22 Eddy Street, 12th Floor, Room 12017
Gatineau, Québec K1A 0M7

IMPORTANT: (In-Person Drop-Off)

Please call the Standing Offer authority from the
commissionaire's desk upon arrival.

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**Proposal to the Public Service Commission
Bidder Information and Authorization**

Bidder Name and Address:
Legal Status (incorporated, registered, etc.)
GST or HST Registration Number and/or Business Identification Number (The Canada Revenue Agency):

Name and Title of Person authorized to sign on behalf of Bidder:

Print Name	Title
Signature	Date

Central Point of Contact:

The Bidder has designated the following individual as a central point of contact for all matters pertaining to the proposed contract, including the provision of all information that may be requested:

Name	Title
Telephone	Fax
E-Mail	

Each proposal MUST include a copy of this page properly completed and signed. The Bidder's signature indicates acceptance of the terms and conditions set out herein.

NOTE: It is the Bidder's responsibility to contact the Standing Offer Authority as soon as possible if there are any changes to the Bidder's contact information. The PSC's main method of communicating with Bidders is via email; therefore, it is the Bidder's responsibility to ensure that they verify their email account for important information during both the solicitation period, and the resulting standing offer period. The PSC is under no obligation to contact the Bidder via any other means (such as phone, fax or mail), and should the Bidder miss important deadlines sent to their email address identified above, it will be at no fault of the PSC (unless the Bidder has previously advised the Standing Offer Authority of a change in their email address).

PART 1 - GENERAL INFORMATION

1.1 Summary

This is a Request for Standing Offers (RFSO) for the establishment of multiple Standing Offers to satisfy the requirements of the Public Service Commission (PSC) for **Psychological Assessment and Executive Counselling Services for the National Capital Region and various regions and provinces across Canada** on an “as and when requested” basis for a period commencing on the date of the Standing Offer Authorization and terminating **two (2)** year later, with provisions to extend the period for **three (3)** additional one-year periods. Any extensions of the Standing Offer period will be done under the same terms and conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer. The PSC will consider entering into Standing Offers with Bidders offering the most acceptable proposals determined in regards to the evaluation factors set out in this RFSO.

This requirement is subject to the terms of the Agreement on Government Procurement of the World Trade Organization (GPA-WTO), the North-American Free Trade Agreement (NAFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), the Canada-Chile Free Trade Agreement (CCFTA), the Canada-Peru Free Trade Agreement (CPFTA), the Canada-Colombia Free Trade Agreement (CCOFTA), the Canada-European Union (EU) Comprehensive Economic and Trade Agreement (CETA) and the Canadian Free Trade Agreement (CFTA).

1.2 Security Requirement

Before issuance of a Standing Offer, the following conditions **MUST** be met:

- a) The Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) **MUST** meet the security requirement as indicated in Appendix “D”;
- b) The Bidder **MUST** provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites; and
- c) The PSC will not delay the issuance of any Standing Offer to allow bidders to obtain the required clearance.

1.3 Interpretation

In this RFSO and any resulting Standing Offer or Call-up, unless the context otherwise requires:

1. "Call-up" means an order issued by the Call-up Authority duly authorized to issue a Call-up against a particular Standing Offer. Issuance of a Call-up to the Bidder constitutes acceptance of its Bid and results in the creation of a contract between Her Majesty the Queen in right of Canada and the Bidder for the goods, services or both described in the Call-up;
2. "Canada", "Crown", "Her Majesty" or "the Government" means Her Majesty the Queen in right of Canada as represented by the Public Service Commission.
3. "Bidder" means the person or entity whose name appears on the signature page of the Standing Offer and who offers to provide goods, services or both to Canada under the Standing Offer;
4. "Standing Offer" means the written offer from the Bidder, the clauses and conditions, these general conditions, Appendixes and any other document specified or referred to as forming part of the Standing Offer;
5. "Standing Offer Authority" means the person designated as such in the Standing Offer, or by notice to the Bidder, to act as the representative of Canada in the management of the Standing Offer.

1.4 Office of the Procurement Ombudsman (OPO)

The OPO was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under \$25,000 for goods and under \$100,000 for services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it, with the OPO by contacting them by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca. You can also obtain more information on the OPO services available to you at their website at www.opo-boa.gc.ca.

PART 2 – BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

The attached Appendix “A” – General Conditions of a service contract, Appendix “B” – Supplementary Conditions of a service contract, Appendix “C” – Terms of Payment of a service contract, Appendix “D”- Statement of Work, Appendix “E”- General Conditions – Standing Offers – Goods or Services, Appendix “F”- Standard Instructions – Request for Standing Offers – Goods or Services – Competitive Requirements, Appendix “G”- Basis of Payment, Appendix “H” – Security Requirements Check List, Appendix “I” – Resource Information Sheet , Appendix “J” – Confidentiality Agreement, and Appendix “K” – Quality Assurance are hereby incorporated into and form part of this solicitation.. **Submission of a bid constitutes acknowledgement that the Bidder has read and agrees to be bound by such instructions.**

All Bidders submitting proposals shall maintain the confidentiality of all information, documents, and material, whether in oral, written, or machine readable form furnished by the PSC and shall not communicate such information, documents or materials to any third party without the prior consent of the PSC.

2.2 Aboriginal Suppliers - Self-identification

The PSC has made a commitment to increase contracting actions between the federal government and Aboriginal businesses, in accordance with The Procurement Strategy for Aboriginal Business. In order to assist the PSC in reporting contracting activities with Aboriginal businesses, it is important that Aboriginal Bidders identify themselves as such by completing and providing appropriate Certification Requirements which have been developed by the Department of Indigenous and Northern Affairs Canada.

2.3 Submission of Bids

Bidders **MUST** submit **4 copies** of the **Technical Proposal** and **1 copy** of the **Financial Proposal** to the Public Service Commission (see page 1 for complete address) no later than **December 20, 2:00 PM Eastern Standard Time**. It is the responsibility of the Bidders to ensure that proposals are received at the required address before the closing date and time, and are provided in accordance with Part 2 – Bidder Instructions. **Proposals will not be accepted after 2:00 PM Eastern Standard time and will be returned unopened to the sender.**

Proposals should be concise and should address, but not necessarily be limited to, the evaluation criteria and selection method. Bids will be evaluated solely on their content. Evaluation criteria not addressed will be given a score of zero. It is the responsibility of the Bidder to obtain clarification of the requirements contained, herein, if necessary prior to submitting a bid using the procedure described in Part 3 – Evaluation Procedures and Basis of Selection.

Due to the high risk of technical difficulties and unsecured equipment, electronic transmission of proposals by such means as electronic mail, facsimile, or commercial telex is not considered to be practical and therefore **will not be accepted.**

2.3.1 Bid Preparation Instructions

The PSC requests that Bidders provide their Bid in separately bound sections and in separate envelopes as follows:

- a) Section I: Technical Bid (**4 hard copies**)
- b) Section II: Financial Bid (**1 hard copy**)

Prices **MUST** appear in the Financial Bid only. No prices **MUST** be indicated in any other section of the bid. Non-compliance with this condition (for that reason alone) may result in bid disqualification.

The PSC requests that Bidders follow the format instructions described below in the preparation of their bid.

- a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- b) use a numbering system that corresponds to that of the Request for Standing Offers.

2.3.2 Section I: Technical Bid

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

The Technical Proposal shall clearly address the following aspects:

- a) Mandatory Proposal Requirements
- b) Mandatory Technical Requirements
- c) Rated Requirements

The Technical Proposal **MUST** demonstrate compliance with all mandatory proposal requirements and **MUST** demonstrate how each proposed psychologist meets the mandatory technical requirements and the rated requirements set out in PART 3 – Evaluation Procedures and Basis of Selection. The Technical Proposal **MUST** respond to each of the Mandatory and Rated Requirements demonstrating how the qualifications including experience of the proposed psychologist satisfy the requirement. As outlined in PART 3 – Evaluation Procedures and Basis of Selection – bidders **MUST** use the tables provided in order to provide a structured response. Sufficient details including dates, titles, functions, activities, achievements, degrees, etc. **MUST** be provided to demonstrate that the requirement is met. Failure to provide sufficient details may result in a non-compliant proposal.

The PSC will award up to five (5) Standing Offers within the National Capital Region (NCR) Québec and NCR Ontario and three (3) Standing Offers for each of the following Provinces : Quebec (excluding NCR) Ontario (excluding NCR), British-Columbia and Nova Scotia.

The available Regions and/or Provinces of service under this standing offer are as follows:

National Capital Region (NCR ONTARIO)

Psychologists professionally capable of providing Psychological Assessment and Executive Counselling Services

National Capital Region (NCR QUÉBEC)

Psychologists professionally capable of providing Psychological Assessment and Executive Counselling Services

PROVINCE OF ONTARIO (excluding NCR)

Psychologists professionally capable of providing Psychological Assessment and Executive Counselling Services

PROVINCE OF QUÉBEC (excluding NCR)

Psychologists professionally capable of providing Psychological Assessment and Executive Counselling Services

PROVINCE OF BRITISH-COLUMBIA

Psychologists professionally capable of providing Psychological Assessment and Executive Counselling Services

PROVINCE OF NOVA SCOTIA

Psychologists professionally capable of providing Psychological Assessment and Executive Counselling Services

Proposals should be structured so that responses for each proposed psychologist are separate from any other proposed psychologist.

2.3.3 Section II: Financial Bid

Bidders **MUST** submit their Financial Bid in accordance with the Appendix “G” - Basis of Payment. The total amount of Taxes should be shown separately, if applicable.

Bidders **MUST** propose:

- a Firm All-inclusive Hourly Rate for Direct Client Services described in Appendix “G” – Basis of Payment that does not exceed the **MAXIMUM** All-inclusive Hourly Rate of \$180.00, and
- a Firm All-inclusive Hourly Rate for Indirect Client Services described in Appendix “G” – Basis of Payment that does not exceed the **MAXIMUM** All-inclusive Hourly Rate of \$100.00.

Attendance at the Orientation Session described in Appendix “D” – Statement of Work shall be at no expense to The Crown.

During the bid evaluation period, Bidders may or may not be required to clarify the details included in bids. Information shall be made available to the PSC within three (3) working days of receipt of a request. Information or clarifications submitted after the three (3) working day deadline will not be accepted. The PSC is under no obligation to request clarification(s) from the Bidder, therefore it is in the Bidder’s best interest to include complete, descriptive information in its proposal.

2.4 Inquiries – Request for Standing Offers

All enquiries **MUST** be submitted in writing (either by regular mail or electronic mail) to the PSC Standing Offer Authority (identified on page one (1) of the solicitation document) on or before **four (4) calendar days** before the RFSO closing date. All enquiries and other communications with government officials throughout the solicitation period are to be directed **ONLY** to the **Standing Offer Authority (or the Backup)** named on page 1 of the solicitation. Non-compliance with this condition during the solicitation period may (for that reason alone) result in disqualification of bids.

Bidders should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable PSC 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 PSC determines that the enquiry is not of a proprietary nature. PSC may edit the questions or may request that Bidders do so, so that the proprietary nature of the question is eliminated, and the enquiry together with the response can be distributed to all Bidders either through a posting on the Government Electronic Tendering Services (GETS) or through electronic mail. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by PSC.

2.5 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed by the laws in force in **Québec**.

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 – EVALUATION PROCEDURES AND BASIS OF SELECTION

3.1 Evaluation Procedures

Evaluation Process:

The evaluation will be conducted in four (4) steps:

Step 1. Proposals will be reviewed for compliance with **mandatory proposal requirements MPR1 to MPR5**. These are mandatory requirements that a proposal **MUST** comply with to be considered but which are not associated with a proposed psychologist. These requirements are shown in Section 3.4 – Mandatory Proposal Criteria.

After a proposal has been determined to have met the mandatory proposal requirements, **each proposed psychologist** will be evaluated individually following Steps 2, 3, and 4 independent of any other proposed psychologist included in the proposal.

Step 2. The responses for each proposed psychologist will be evaluated for compliance with Mandatory Technical Requirements **MTR1 to MTR5**. These requirements are shown in Section 3.5 – Mandatory Technical Requirements. Where a response does not adequately respond to a Mandatory Technical Requirement, the individual proposed psychologist will not be considered further. Failure of one proposed psychologist offered in a proposal will not impact the evaluation of any of the other proposed psychologists.

Step 3. The responses for each Rated Requirement for a proposed psychologist will be evaluated and points awarded. These requirements are shown in Section 3.6 – Rated Requirements. Proposed psychologists who do not achieve the minimum acceptable number of points will be deemed non-compliant and will not be considered further.

Step 4: The Total Point Rated Requirement for each compliant proposed psychologist will be calculated. The Total Bid Technical Score will be calculated by averaging the total technical score of each compliant proposed psychologist.

In the event that two or more bidders receive the same evaluated cost per point as determined using the calculation set out in the Basis of Selection section, the bidder having the highest technical score will be ranked higher.

Bidders are reminded that they **MUST** respond to each Mandatory and Rated Requirement sufficiently to demonstrate compliance or partial compliance. Requirements that are not addressed will not be awarded points. Dates, position titles, functions, organizations **MUST** be specified and described in sufficient detail.

3.2 Selection for Standing Offers

The PSC will award up to five (5) Standing Offers within the National Capital Region (NCR) Québec and NCR Ontario and three (3) Standing Offers for each of the following Provinces : Quebec (excluding NCR) Ontario (excluding NCR), British-Columbia and Nova Scotia.

The compliant proposals achieving the lowest price per evaluated point will be awarded a Standing Offer.

3.3 Mandatory Requirements

Bidders are reminded that proposals **MUST** clearly demonstrate each requirement by providing relevant information in the proposal. Only information included in the proposal will be considered. For a proposal to be considered further, at least one (1) proposed psychologist **MUST** meet all the mandatory requirements specified in the tables below.

NOTE: Listing professional experience without providing any supporting details describing when, where and how such experience was obtained will cause the proposal to be considered non-compliant by the evaluation team. All professional experience **MUST** be fully documented and substantiated in the proposal.

Each proposed psychologist will be independently evaluated in accordance with the evaluation criteria provided herein. The ratings assigned to one proposed psychologist in a proposal will not affect another; one proposed psychologist deemed non-responsive will not affect the evaluation of others in the same proposal.

3.4 Mandatory Proposal Criteria

All bids will be evaluated against the following Mandatory Proposal Requirements. Proposals that do not meet **ALL** of the following Mandatory Proposal Requirements will be deemed non-compliant, will not be given further consideration, and the proposed psychologist will not be evaluated.

Table 3.4.1 – Mandatory Proposal Requirements (MPR)

Item #	Mandatory Proposal Requirement	Cross-Reference to Proposal (Please indicate the section and page # as appropriate)	Met/Not Met (Column for PSC use only)
MPR.1	<p>A completed and signed “Proposal to the Public Service Commission Bidder Information and Authorization” form as provided on Page 4 of this solicitation document MUST be included in the technical proposal portion of the proposal. The Bidder’s signature indicates acceptance of the terms and conditions set out herein.</p> <p>Bidders who do not submit the “Proposal to the Public Service Commission Bidder Information and Authorization” form with their proposals will have 72 hours (three business days) from request of the contracting authority to provide it. If the copies are not provided within the 72 hours, the proposal will be deemed non-compliant.</p>		
MPR.2	<p>The Bidder MUST submit with its technical proposal, completed and signed copies of all certification clauses provided in PART 4 - CERTIFICATIONS.</p> <p>Bidders who do not submit the copies duly completed and signed with their proposals will have 72 hours (three business days) from request of the contracting authority to provide them. If the copies are not provided within the 72 hours, the proposal will be deemed non-compliant.</p>		

<p>MPR.3</p>	<p>The Bidder MUST submit a completed Appendix “P” – Resource Information Sheet for each proposed psychologist.</p> <p>Bidders who do not submit the copies duly completed with their proposals will have 72 hours (three business days) from request of the contracting authority to provide them. If the copies are not provided within the 72 hours, the proposal will be deemed non-compliant..</p>		
<p>MPR.4</p>	<p>The Bidder MUST have a copy of Appendix “J” – Confidentiality Policy and Agreement, completed and signed by each proposed psychologist.</p> <p>Bidders who do not submit duly completed and signed copy for each proposed psychologist with their proposals, will have 72 hours (three business days) from request of the contracting authority to provide them. If the copies are not provided within the 72 hours, the proposal will be deemed non-compliant.</p>		
<p>MPR.5</p>	<p>The Bidder MUST submit for each proposed psychologist a curriculum vitae (CV) or resume. The CV should be detailed and in chronological order (ex.: June 1, 2012 to September 30, 2016).</p> <p>The following details should be provided:</p> <ul style="list-style-type: none"> • Federal department or client name; • Start and End Date (month-year); • Project supervisor contact information (name, title, telephone number and email); • Roles and responsibilities ; • Detailed description of how the resource’s activities supports evaluation criterion; • Number of months work performed 		

3.5 Mandatory Technical Requirements

For a proposal/proposed psychologist(s) to be considered further, the following mandatory requirements **MUST** be met. Should the Bidder propose more than one resource, then each proposed psychologist **MUST** meet each mandatory requirement. **Details should be provided by the Bidder using the table below:**

Table 3.5.1 – Mandatory Technical Requirements (MTR)

Item #	Mandatory Requirements	Cross-Reference to Proposal (Please indicate section and page # as appropriate)	Met/Not Met (Column for PSC use only)
EDUCATION			
MTR.1	<p>The proposed psychologist(s) MUST have a Masters or Doctoral Degree in Psychology or academic equivalent in terms of psychology education conferred by a graduate school of recognized standing.</p> <p>The Bidder MUST identify the highest degree obtained, the university/graduate school that conferred the degree, the year the degree was granted and the specializations /fields of psychology in which the degree was obtained.</p> <p>a) Highest degree obtained: _____</p> <p>b) University/Graduate School: _____</p> <p>c) Year the degree was granted: _____</p> <p>d) Specializations/fields of psychology: _____</p> <p>The Bidder MUST submit a copy of the diploma obtained by each proposed psychologist, as proof of the education.</p> <p>Bidders who do not submit the required information with their proposals will have 72 hours (three business days) from request of the contracting authority to provide them. If the information is not provided within the 72 hours, the proposal will be deemed non-compliant.</p>		

<p>MTR.2</p>	<p>The proposed psychologist(s) MUST be registered as a Psychologist or as a Psychological Associate with the provincial regulatory body for psychologists in each location selected in Appendix “I”. The Bidder MUST provide the registration number and the year it was obtained for their respective orders.</p> <p>Name of proposed psychologist: _____</p> <p>Province: _____</p> <p>Registration Number: _____</p> <p>Year obtained: _____</p> <p>If the proposed psychologist(s) is registered as a Psychologist or as a Psychological Associate in more than one (1) Province, provide the registration number and the year it was obtained::</p> <p>Province: _____</p> <p>Registration Number: _____</p> <p>Year obtained: _____</p> <p>By submitting a proposal, the Bidder and the proposed psychologist agree that the Public Service Commission may confirm the good standing of the proposed psychologist(s) with the provincial regulatory body of Psychologists. *</p> <p>* Should a complaint be registered against a Psychologist or should the provincial regulatory body of Psychologists not confirm the Bidder’s good standing, the proposed psychologist will be deemed non-compliant.</p> <p>NOTE: Proposed psychologists or Psychological Associate under supervised practice will NOT be considered as fulfilling the registration criteria.</p> <p>Bidders who do not submit the required information with their proposals will have 72 hours (three business days) from request of the contracting authority to provide them. If the information is not provided within the 72 hours, the proposal will be deemed non-compliant.</p>		
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EXPERIENCE IN PSYCHOLOGICAL PRACTICE

For each experience described, the Bidders **MUST** specify THE DURATION (IN MONTHS) of the work **AND** if it was performed on a **FULL TIME** or **PART TIME** basis. Any experience that is not identified as either Part Time or Full Time will be evaluated as Part Time.

For evaluation purposes, "PART TIME" is defined as tasks representing at least 50% of a month.

There will be no double counting relating to the duration of the work experience.

MTR.3	<p>a) The Bidder MUST describe the professional work history as a psychologist or psychological associate of each proposed psychologist in having a minimum of five (5) cumulative years of experience within the last ten (10) years from the date of bid closing, in <u>administering and interpreting a range of psychometric tests</u>; this includes but is not limited to normal personality, career interests, personality preferences, occupational stress, leadership style, etc.</p> <p>b) Bidders MUST list the psychometric tests they have administered for the experience to be evaluated.</p>		
MTR.4	<p>The Bidder MUST describe the professional work history as a psychologist or psychological associate of each proposed psychologist in having a minimum of five (5) cumulative years of experience within the last ten (10) years from the date of bid closing in <u>providing counselling to individuals</u>; this includes but is not limited to short term counselling regarding a variety of topics such as intrapersonal issues, making analyses and drawing conclusions, assessment of risk, providing written reports.</p>		
MTR.5	<p>a) The Bidder MUST describe the professional work history as a psychologist or psychological associate of each proposed psychologist in having a minimum of three (3) cumulative years of experience within the last five (5) years from the date of bid closing in the <u>workplace</u>; this includes but is not limited to industrial/organizational psychology, related to career development, leadership challenges, workplace wellbeing.</p> <p>b) Bidders <u>should</u> describe:</p> <ol style="list-style-type: none"> 1. the type of organization; 2. type of clientele/beneficiaries; types of I/O tests being used (simulations, assessment centres, Career Achievement Records, 360s etc.); or types of clinical tests being used in the workplace (MMPI, PAI, etc). 3. type of services/interventions performed. 		

3.6 Rated Requirements

Technical proposals will be evaluated and scored in accordance with the following Rated Requirements. Bidders are reminded that proposals **MUST** clearly demonstrate each requirement by providing of relevant information in the proposal. Only information included in the proposal will be considered. For a proposal to be considered further, at least one (1) proposed psychologist **MUST** obtain the minimum acceptable points required or pass points specified in the table below.

NOTE: Listing professional experience without providing any supporting details describing when, where and how such experience was obtained will cause the proposal to be considered non-compliant by the evaluation team. All professional experience **MUST** be fully documented and substantiated in the proposal.

Each proposed psychologist will be independently evaluated in accordance with the evaluation criteria provided herein. The ratings assigned to one proposed psychologist in a proposal will not affect another; one proposed psychologist deemed non-responsive will not affect the evaluation of others in the same proposal. **The overall rating achieved by each proposed eligible resource will be added up and divided by the number of compliant resources**, which will give the overall rating for the technical part. Resources who do not obtain the specified pass mark of 4 points for RC.1 and RC.2 will be considered ineligible and their rating will not be included in calculating the average rating.

Table 3.6.1– Rated Criteria (RC)

Item #	Rated Requirement	Scoring Guidelines	Points Achieved	Cross-Reference to Proposal (Please indicate section and page # as appropriate)
<p>For each experience described, the Bidders MUST specify THE DURATION (IN MONTHS) of the work AND if it was performed on a FULL TIME or PART TIME basis. Any experience that is not identified as either Part Time or Full Time will be evaluated as Part Time.</p> <p>For evaluation purposes, “PART TIME” is defined as tasks representing at least 50% of a month.</p> <p>EXAMPLE: PART-TIME experience will be attributed half the total points, which represent 50% of the time for at least a year (12 months).</p> <p>There will be no double counting relating to the duration of the work experience.</p>				
RC.1	<p>The Bidder should describe the professional work history as a psychologist or psychological associate of each proposed psychologist working <u>with *executives (or higher)</u> related to leadership and management; which includes but is not limited to leadership competencies.</p> <p>Bidders <u>should</u> describe:</p> <ol style="list-style-type: none"> 1. the type or organization; and 2. type of services provided <p>* The term “executive” applies to any individual employed by an organization with a workforce of at least 300 employees (permanent full-time or part-time) who has occupied a management position to which at least one level of managers (may include a level of employees who have supervisory responsibilities over staff) reported directly or indirectly, and who regularly communicated directly with Senior Executives or the highest levels of management in the organization (e.g., Chief Executive Officer (CEO), Board of Directors) and who has been accountable for human and financial resources in the administered sector.</p>	<p>Minimum: 4 point Maximum: 40 points</p> <p>Two (2) points for each year of experience, up to a maximum of 40 points.</p>		

RC.2	<p>The Bidder should describe the professional work history as a psychologist or psychological associate of each proposed psychologist working in an *organizational context.</p> <p>Bidders <u>should</u> describe:</p> <ol style="list-style-type: none"> 1. the type of organization 2. the type of clientele/beneficiaries; and 3. type of services/interventions performed <p>* The term “organization” includes companies, corporations, businesses, Government of Canada or provincial, municipal, or territorial departments, agencies, Crown Corporations, special operating agencies, government agencies and including but not limited to Business Centers, Sections, Units, Divisions, Directorates and Branches.</p>	<p>Minimum: 4 point Maximum: 40 points</p> <p>Two (2) points for each year of experience, up to a maximum of 40 points.</p>		
TOTAL POINTS			/ 80	

3.7 Financial Evaluation

The Bidder **MUST** include a completed Appendix “G” – Basis of Payment in its proposal.

The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded.

The bids that meet the Mandatory Requirements above will then be evaluated based on the financial evaluation of the prices/rates proposed in Appendix “G” – Basis of Payment. Should the Bidder submit different prices/rates for each of its compliant proposed psychologists, the average of the Bidder’s proposed All-inclusive Hourly Rate for Direct Psychological Services for Executive Counselling and the average of the Bidder’s proposed Firm All-inclusive Hourly Rate for Indirect Psychological Services for Executive Counselling will be used. A Bid Evaluation Value (BEV), which will be used for evaluation purposes only, will be calculated as follows (using the Bidder’s offered prices in Appendix “G” – Basis of Payment):

Bid Evaluation Value (BEV) =

((Bidder’s proposed Firm All-inclusive Hourly Rate for Direct Psychological Services for Executive Counselling + (Bidder’s proposed Firm All-inclusive Hourly Rate for Indirect Psychological Services for Executive Counselling))

3.8 Basis of Selection

To be declared responsive, a bid **MUST**:

- a) comply with all the requirements of the RFSO;
- b) meet all mandatory proposal requirements ;
- c) meet all mandatory technical requirements;
- d) obtain the minimum points required for the Rated Requirements EC.1 and EC.2; and
- e) quote firm all-inclusive hourly rate (exclusive of the taxes) which may not be higher than the maximum all-inclusive hourly rate (exclusive of the taxes) ESTABLISHED for the proposed services.

Bids not meeting (a) or (b) or (c) or (d) or (e) will be declared non-responsive. Neither the responsive bid that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. The responsive bids with the lowest evaluated prices per point will be recommended for issuance of Standing Offers, as outlined below.

The PSC intends on awarding up to five (5) Standing Offers within the National Capital Region (NCR) Québec and NCR Ontario and three (3) Standing Offers for each of the following Provinces : Quebec (exluding NCR) Ontario (excluding NCR), Bristish-Columbia and Nova Scotia.

The recommendations for award will be determined using the evaluated cost-per-point methodology and by ranking responsive Bidders from lowest to highest evaluated cost-per-point. The total estimated cost of each of the responsive proposal not exceeding the specified prices and/or rates will be divided by the overall rating assigned to the Technical Proposal, to determine the cost per point:

$$\text{Formula: } \frac{\text{Total Bid Evaluation Value (BEV)}}{\text{Average Technical Score for the Bidder's compliant proposed psychologist(s)}} = \text{Cost per point}$$

Fully responsive bidders with lower costs-per-point will be ranked higher on the Standing Offer rotation list. Please see the example that follows.

Example:

Both Bidder A and Bidder B meet conditions (a), (b) and (c) above and their bid has been declared responsive.

If Bidder A has a Bid Evaluation Value (BEV) of \$280.00 and 50 technical points, Bidder A's cost per point will be $\$280.00 / 50 = \5.60 .

If Bidder B has a Bid Evaluation Value (BEV) of \$280.00 and 35 technical points, Bidder B's cost per point Bidder B will be $\$280.00 / 35 = \8.00 .

Bidder A has the lower cost-per-point and would be ranked higher on any resulting Standing Offer rotation list.

Should there be multiple compliant bids with the same lowest evaluated price, the standing offer rotation list will be in accordance with the responsive bid received and stamped first, by the date and time, will be recommended for award of a Standing Offer.

PART 4 – CERTIFICATIONS

Bidders **MUST** provide the required certifications to be issued a Standing Offer. The PSC will declare a bid non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications Bidders provide to the PSC is subject to verification by the PSC during the bid evaluation period (before issuance of a Standing Offer) and after issuance of a Standing Offer. The PSC Standing Offer Authority will have the right to ask for additional information to verify the Bidders' compliance with the certifications before issuance of a Standing Offer. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the PSC Standing Offer Authority for additional information will also render the bid non-responsive.

4.1 Certifications Precedent to Issuance of a Standing Offer

The certifications listed below should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the PSC Standing Offer Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the PSC Standing Offer Authority and meet the requirements within that time period will render the bid non-responsive.

4.2 Federal Contractors Program for Employment Equity - Standing Offer 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 (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from Employment and Social Development Canada-Labour's website.

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, 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 issuing of a Standing Offer or during the period of the Standing Offer.

Signature of authorized representative

Date

4.3 Former Public Servant Certification

Contracts with 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 spending public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, Bidders **MUST** provide the information required below.

Definitions

For the purposes of this clause,

1. "Former public servant" means a 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 and includes:
 - a) an individual;
 - b) an individual who has incorporated;
 - c) a partnership made up of former public servants; or
 - d) a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

2. "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 Public Service.
3. "pension" means a pension payable pursuant to the *Public Service Superannuation Act*, R.S., 1985, c. P-36 as indexed pursuant to the *Supplementary Retirement Benefits Act*, R.S., 1985, c. S-24.

Former Public Servant in Receipt of a Pension

Bidders who are former public servants in receipt of a pension **MUST** identify themselves as such by completing the following:

- () The bidder is a former public servant in receipt of a pension;
- () The bidder is a former public servant in receipt of a pension who has incorporated;
- () The bidder is a partnership made up of former public servant in receipt of a pension;
- () The bidder is a former public servant in receipt of a pension who is the sole proprietorship or has a major interested in the entity;
- () The bidder is a former public servant not in receipt of a pension.
- () The bidder is **NOT** a former public servant.

If the Bidder is a FPS in receipt of a pension, the Bidder **MUST** provide the following information:

- a) Name of the former public servant_____
- b) Date of termination of employment or retirement from the Public Service_____
- c) Former maximum salary_____
- d) Total annual (gross) pension_____

Work Force Reduction Program

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program?

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 reduction program_____

For all contracts awarded during the lump sum payment period, the total amount of fee that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.

Certification

By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

Signature of authorized representative

Date

4.4 Status and Availability of Resources

The Bidder certifies that, should it be issued a Standing Offer as a result of the Request for Standing Offers, every individual proposed in its bid will be available to perform the Work resulting from a Call-up against the Standing Offer as required by Canada's representatives and at the time specified in a Call-up 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 the same or better qualifications and experience. The Bidder **MUST** advise the Standing Offer Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement.

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 Standing Offer Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability.

Signature of authorized representative

Date

4.5 Conflict of Interest

The Bidder acknowledges and agrees that it is a term of this RFSO that no person who is not in compliance with the provisions of *Policy on Conflict of Interest and Post-Employment* (current version) shall derive any direct benefit from this RFSO, any resulting Standing Offer and/or Call-up. The Bidder further acknowledges and agrees that failure to comply with the provisions of *Policy on Conflict of Interest and Post-Employment* referenced herein will render the Bidder ineligible to provide services under any Standing Offer or Call-up resulting from this RFSO.

The Bidder certifies that he has not accepted or received, directly or indirectly, advantage, benefit, preferential treatment or assistance of any kind through a member of his family or a friend in relation to this RFSO and any resulting Standing Offer or Call-up.

Signature of authorized representative

Date

4.6 Certificate of Independent Bid Determination

I, the undersigned, in submitting the accompanying bid or tender (hereinafter "bid") to the Public Service Commission for this Request for Standing Offers do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of:

(Corporate Name of Bidder or Tenderer [hereinafter "Bidder"])

That:

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the Bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the Bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the Bidder to determine the terms of, and to sign, the bid, on behalf of the Bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the Bidder, whether or not affiliated with the Bidder, who:
 - (a) has been requested to submit a bid in response to this call for bids;
 - (b) could potentially submit a bid in response to this call for bids, based on their qualifications, abilities or experience;
6. The Bidder discloses that **(check one of the following, as applicable):**
 - (a) the Bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with, any competitor;
 - (b) the Bidder has entered into consultations, communications, agreements or arrangements with one or more competitors regarding this call for bids, and the Bidder discloses, in the attached document(s), complete details thereof, including the names of the competitors and the nature of, and reasons for, such consultations, communications, agreements or arrangements;
7. In particular, without limiting the generality of paragraphs (6)(a) or (6)(b) above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) methods, factors or formulas used to calculate prices;
 - (c) the intention or decision to submit, or not to submit, a bid; or
 - (d) the submission of a bid which does not meet the specifications of the call for bids; except as specifically disclosed pursuant to paragraph (6)(b) above;
8. In addition, there has been no consultation, communication, agreement or arrangement with any competitor regarding the quality, quantity, specifications or delivery particulars of the products or services to which this call for bids relates, except as specifically authorized by the Tendering Authority or as specifically disclosed pursuant to paragraph (6)(b) above;
9. The terms of the accompanying bid have not been, and will not be, knowingly disclosed by the Bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening, or of the awarding of the contract, whichever comes first, unless otherwise required by law or as specifically disclosed pursuant to paragraph (6)(b) above.

(Printed Name and Signature of Authorized Agent of Bidder)

Position Title

Date

4.7 Language Certification

For the purpose of this RFSO and resulting Standing Offers, an individual who is “advanced” in **English and /or French** can as a **minimum** perform the following tasks in **English and/or French**:

Advanced Reading Proficiency:

Ability to understand texts dealing with a wide variety of work-related topics; ability to understand most complex details, interferences and fine points of meanings; ability to read with good comprehension specialized or less familiar material.

Advanced Oral Interaction Proficiency:

Ability to give detailed explanations and descriptions; ability to handle hypothetical questions; ability to support an opinion, defend a point of view, or justify an action; ability to counsel and give advice; ability to handle complex work-related situations.

Advanced Writing Proficiency:

Ability to write explanations or descriptions in a variety of informal and formal work-related situations; ability to write texts in which the ideas are developed and presented in which vocabulary, grammar and spelling are generally appropriate and require few corrections.

Signature of authorized representative

Date

4.8 Certification of education and experience

The Bidder hereby certifies that all statements made with regard to the education and experience of the resources proposed for carrying out the work relating to this bid are accurate and factual. The Bidder is aware that the PSC reserves the right to verify any information provided in this regard and that untrue statements may result in the bid being declared non-responsive or result in any other action that the PSC may consider appropriate.

(Name and signature of the Bidder’s authorized representative)

Title

Date

PART 5 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Bid

The Bidder offers to perform the Work in accordance with the Statement of Work at Appendix “D”.

2. Standard Clauses and Conditions

Appendixes “A”, “B”, “C”, “D”, “E”, “F”, “G”, “H”, “I”, “J” and “K” are incorporated by reference into and form part of the Standing Offer or any resulting Call-up.

3. Period of Standing Offer

The period for making Call-ups against the Standing Offer is for a two (2)-year period beginning on the date of Standing Offer Authorization.

If the Standing Offer is authorized for use beyond the initial period, the Bidder offers to extend its bid for an additional three (3) one-year period(s), under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Bidder will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority. A revision to the Standing Offer will be issued by the Standing Offer Authority.

4. Authorities

4.1 Standing Offer Authority

The Standing Offer Authority (*to be confirmed upon resulting Standing Offer*) for the Standing Offer is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a Call-up, the Standing Offer Authority is responsible for any contractual issues relating to individual Call-ups made against the Standing Offer.

4.2 Project Authority

The Project Authority (*to be confirmed upon resulting Standing Offer*) for the Standing Offer is:

- identified in the Call-up against the Standing Offer.
- the representative of the Division for whom the Work will be carried out pursuant to a Call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Call-up.

5. Call-up Procedures

The Work will be allocated on a rotational basis amongst Standing Offer Holders. The rotation list will be arranged in ascending order of cost per point and the Evaluation Procedures and Basis of Selection described in PART 3 – Evaluation Procedures and Basis of Selection.

For each Work request, the Project Authority will select the highest-ranked Standing Offer Holder on a rotational basis according to the following criteria:

- a) Specialization
- b) Sensitivity and diversity

- c) Availability
- d) Geographical proximity
- e) Official languages

For the purpose of this Standing Offer, the above criteria are defined as follows:

Specialization: A given Client request may require that the services be provided by a Psychologist or a Psychological Associate who possesses experience with the MMP1, MMP1-2, PAI, Hogan or with I/O Psychology assessment tools.

Sensitivity and diversity: A given Client may require that the Psychologist be a woman or a man, be a person with a disability, a visible minority or an indigenous person. Furthermore, a client may require that the Psychologist have experience working with clients with disabilities, or who are visible minorities or who are indigeneous.

Availability: A given Client may require service during a specific period of time, or within a short time frame; the psychologist's availability may therefore influence work allocation. Should the highest ranked Psychologist meeting the requirements above be unable to perform the services within the required time frame, the Project Authority will request the services from the next ranked Psychologist who meets the same criteria, and so on.

Geographical proximity: A given Client request may require that the services be provided in a certain province. Should the highest ranked Psychologist meeting the requirements above be required to incur travel expenses to attend the work site, the Project Authority will request the services from the next ranked Psychologist who meets the same criteria, but incurs less travel costs. Services will also be requested in accordance with requirements of the relevant provincial body or bodies regulating the practice of psychology.

Official languages: In certain regions or provinces, a given service may require delivery to clients of both official languages simultaneously (for instance, to a group of candidates being tested at the same time). In these instances, and when available, the Project Authority will request the services from the highest ranked Psychologist who identified in Appendix "I", Resource Information Sheet, as having the capacity to offer the services in English and in French.

Subject to the above, the PSC will make a best effort to evenly allocate Call-ups among the Standing Offer holders. Availability and other factors may limit the PSC's ability to allocate Call-ups evenly.

The Bidder acknowledges that a Standing Offer is not a contract and that the issuance of a Standing Offer and Call-up Authority does not oblige or commit Canada to procure or contract for any goods, services or both listed in the Standing Offer

6. Call-up Instrument

The Project Authority will authorize work by phone or by email amongst Standing Offer Holders, based on the on the Call-up procedures listed above. Once the work has been carried out, the Standing Offer Holder will invoice the PSC for the services. Once approved by the Project Authority, a Call-up using form PWGSC-TPSGC 942, "Call-up against a Standing Offer", will be issued in accordance to the pre-authorize work and accepted invoice.

7. Limitation of Call-ups

Individual Call-ups against the Standing Offer **MUST NOT** exceed **\$25,000.00** (Taxes included).

7.1 Needs Exceeding the Allowable Limit of \$25,000 for Call-ups:

The Project Authority **MUST** submit proposals from the Bidder exceeding the \$25,000 limit to the Standing Offer Authorities. Individual Call-ups exceeding \$25,000 can only be authorized using a PWGSC-TPSGC 942 form, "Call-up Against a Standing Offer", signed by the Standing Offer Authority, awarded **BEFORE** the work is authorized.

8. Cancellation of Work Authorization

Without restricting any other terms and conditions, any Work Authorization may be cancelled in whole or in part by the Project Authority by giving a verbal or written notice to the Bidder, at least twenty four (24) hours prior to the Work Requirement scheduled date and time. There shall be no charges to The Crown for such cancellation.

Should the Project Authority cancel a Work Authorization without a notice to the Bidder of at least twenty four (24) hours prior to the Work Requirement schedules date and time, the Bidder may be paid a Cancellation Fee. The applicable instances where a payment will be made to the Bidder and the associated cancellation fees are specified under Appendix “G” - Basis of Payment of this Standing Offer.

9. Priority of Documents

If there is a discrepancy between the wordings 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.

- 9.1 The Call-up against the Standing Offer, including any Appendixes;
- 9.2 Appendix “A” – General Conditions of a Service Contract;
- 9.3 Appendix “B” – Supplementary Conditions of a Service Contract;
- 9.4 Appendix “C” – Terms of Payment of a Service Contract;
- 9.5 Appendix “D” – Statement of Work;
- 9.6 Appendix “E” – General Conditions – Standing Offers – Goods or Services;
- 9.7 Appendix “F” – Standard Instructions – Request for Standing Offers – Goods or Services – Competitive Requirements;
- 9.8 Appendix “G” – Basis of Payment;
- 9.9 Appendix “I” – Resource Information Sheet;
- 9.10 Appendix “J” – Confidentiality Agreement;
- 9.11 Appendix “K” – Quality Assurance; and
- 9.12 The Bidder's bid _____ “, as clarified on _____” *or* “, as amended on _____.

10. Status and Availability of Resources

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 Standing Offer Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. The Standing Offer Authority will provide its approval for the substitution prior to a call-up issuance.

If the Bidder is unable to provide a substitute with the equal or superior qualifications and experience, Canada may set aside the Standing Offer.

11. Closure of Government Offices

Where the Bidder’s employees are providing services on government premises pursuant to any Call-up resulting from this Standing Offer and the premises become non-accessible due to evacuation or closure of government offices, and consequently no work is being performed as a result of the closure, the PSC will not be liable for payment to the Bidder for the period of closure.

B. RESULTING CONTRACT CLAUSES (FOR CALL-UP)

- APPENDIX “A” - General Conditions of a Service Contract**
- APPENDIX “B” - Supplementary Conditions of a Service Contract**
- APPENDIX “C” - Terms of Payment of a Service Contract**

The above documents are available at the following Web site:

<https://www.canada.ca/en/public-service-commission/corporate/about-us/doing-business-public-service-commission/general-conditions-service-contract.html>

APPENDIX “D” - Statement of Work

Psychologist professionally capable of providing Executive Counselling Services

1.0 Objective

The objective of this Standing Offer is to obtain the professional services of a contractor able to deliver Executive Counselling Services (ECS) on behalf of the Personnel psychology Centre (PPC) of the Public Service Commission of Canada (PSC). The ECS group of the PSC provides career counselling and coaching services to the EX and equivalent groups within the public service and to employees planning to reach the EX level, such as senior professionals and middle managers. Individual counselling is provided in the following areas: developmental assessment, career planning, coaching services, preparation for selection interviews, career challenges and transitions. ECS wishes to obtain the services of experienced psychologists through Standing Offers on an “as and when required basis” to strengthen its ability to respond consistently and efficiently to client demand for Executive Counselling Services.

2.0 Background

The ECS provides career assessment and counselling, and coaching services to members of the EX and equivalent groups, and to senior professionals and managers who may soon attain entry to the EX group. Services are individually tailored and provided in one-on-one meetings with clients.

3.0 The PSC-ECS Mandate and Approach

The PSC and specifically the ECS of the PPC assist Departments and Federal government organizations in offering counselling and coaching services to public servants with regards to their ability to perform at work. Furthermore, ECS offers competency-focused services, aiming at preparing them for management challenges, career transition, assessment boards, etc.

4.0 Tasks & Deliverables

The contractor **MUST** provide confidential career assessment and counselling services to clients of the PSC's Executive Counselling Services on an "as requested" basis. In providing this service, the contracted psychologist will determine an appropriate short term counselling plan and, when relevant, test package to meet the career objectives and the needs of clients. The contractor will also ensure that clients will receive suitable executive coaching, when and as required.

4.1 Tasks and deliverables are summarized below:

- 4.1.1 Provide availability to ECS' coordination in order to schedule one-on-one appointments with clients. The contractor shall be available to begin services and to follow-up within the timeframe required by the client of the PSC. The contractor shall provide prompt responses to inquiries and date preparation.
- 4.1.2 Provide counselling services which respond to the range of client psychological and emotional needs within the organizational context. Provide referrals to appropriate professional services for client needs which are not appropriately addressed in the ECS service context;
 - a. Conduct intake interviews with new clients, determine an appropriate service package that best meets the client's short term needs within budgetary constraints, select a suitable Executive consultant and together with the Executive consultant, determine the approximate length of service required;
 - b. Monitor all active cases, with respect to appropriate provision of service, and with respect to allocated budget;
 - c. Work in conjunction with executive consultants and ensure follow-up of client files
 - d. On occasion provide PSC's 360 degree assessment feedbacks; and
 - e. Perform specialized career and leadership assessments (values, interests, personality, etc.) with the assistance of a PSC test administrator. This includes the selection of relevant instruments, administration, scoring and interpretation of instruments. Provide feedback on assessment results, incorporating results of commercial psychological tests as well as assessment tools that may have been administered by other units in the Personnel Psychology Centre (e.g., 360 degree feedback, leadership simulations and

assessment centres, Career Achievement Records). Assist clients in applying assessment data in a meaningful way to enhance career decisions and/or career planning, as per client needs.

- 4.2 Maintain confidential client files, including up-to-date, accurate progress notes for each client contact and/or meeting, and an accurate record of all billable hours of service provided to clients.
- a. Maintain up-to-date and accurate intake reports, progress notes, and referral briefs for all clients;
 - b. Maintain a current listing of all active files;
 - c. Close files once services are no longer required by the client; and
 - d. Maintain an accurate record of all billable hours of service provided to clients.
- 4.3 At the end of a Call-Up period, Psychologists **MUST** provide to the ECS, all written reports, notes, referral briefs, tests and other documentation appropriate for the assigned task and established practice in the psychological profession unless the Public Service Commission has agreed otherwise. The quality of any such documentation shall meet or exceed recognized standards in the profession. The Contractor **MAY NOT** save or copy any of the information, including working copies, on his/her computer hard drives. He/she **MUST** save all information, including working copies and all deliverables, in a PSC approved encrypted format on a USB key or a CD-ROM, which will then be sent to the PSC.
- 4.4 Participate, when requested, in activities which contribute to effective team functioning and sharing of professional expertise within the Executive Counselling Services, and the Personnel Psychology Centre (Indirect Services), including:
- a. Attending required training at the request of the PSC (beyond mandatory initial orientation session);
 - b. Participating in work groups, task forces, and service development teams particularly when capable of providing specific professional expertise at the request of the PSC;
 - c. When authorized in advance by the Project Authority, travel to and (or) from a remote work site; and
 - d. Providing other services mutually agreed with the Project Authority and approved by the Project Authority as Indirect Services.
- 4.5 Participate in delivering other miscellaneous related services, such as workshops and presentations, for ECS only or jointly with other sectors of the PPC, for instance in the context of the Integrated Leadership Assessment Model (ILAM).

5.0 Revocation of standing offer

In order for future work to be called-up, a Psychologist Consultant **MUST** satisfactorily meet the applicable Quality Assurance criteria describe within Appendix “K”- Quality Assurance, each time work is monitored. Should performance be found to be unsatisfactory for any applicable criteria, corrective measures will be recommended and sufficient time will be given to remedy the situation. Should the corrective measures not remedy the situation within the given period; the Psychologist Consultant will no longer be requested to provide services. In any case where the Project Authority finds that a Consultant Psychologist does not comply with ECS’ standards, a written notice will be sent to the Consultant Psychologist. Depending on the Project Authority’s assessment of the risks or impact of the non-compliance, the Consultant Psychologist might be revoked his or her involvement with a client, a type of client, or with counselling all together. Compliance with standards, as well as assessment of risks and impact will be assessed based on the Quality Assurance process (as determined by the “Quality Assurance Record”). The Project Authority can also proceed with revocation for non-compliance with the provincial college’s regulations and policies.

The Project Authority can also proceed with revocation for non-compliance to the provincial college regulations.

6.0 Constraints

6.1 Standards

Services are to be provided in a manner consistent with professional standards for psychologists, according to provincial regulations, according to the PSC-ECS mandate and approach and according to the agreement established within this context.

6.2 Availability

The Consulting Psychologist **MUST** be available during the period of the Standing Offer. The agreement may be extended if demand justifies an extension. For Counselling Services, psychologists **MUST** be available to provide services in person to a particular client within 48 hours of receiving a service request, unless otherwise approved by the Project Authority. If a Consultant is not available within 48 hours, the Project Authority will proceed with the next Standing Offer holder.

6.3 Training

Before a first call-up is placed, a Psychologist Consultant **MUST** attend an “Orientation Session for Executive Consultants”. The orientation will consist of an overview of the services required by ECS, the roles of the supervising psychologists and the expectations associated. Attendance at an “Orientation Session” shall be at the Psychologist Consultant sole expense and at no cost to The Crown. The Psychologist consultant **MUST** participate in a “Client Progress Review” with each ECS executive consultant to whom they assign work for a duration of up to one hour for approximately every ten hours of work assigned, where the executive consultant will provide clarifications or explanations about the work performed. Attendance at the “Client Progress Review” meetings shall be at the Psychologist’s sole expense and at no cost to The Crown.

6.4 Location

Counselling Services shall be provided on PSC premises, or in another specified location, as agreed upon with the Project Authority. On an occasional basis, psychologists may be asked to travel to other regions or provinces.

6.5 Quality Assurance

In order for future work to be called-up, the Psychologist **MUST** satisfactorily meet the applicable Quality Assurance criteria described in Appendix “K” on the “Quality Assurance Monitoring Record” each time work is monitored. Should performance be found to be unsatisfactory for any applicable criteria, corrective measures will be recommended and sufficient time will be given to remedy the situation. Should the corrective measures not remedy the situation within the given period, the Psychologist will no longer be requested to provide services. See Appendix “A” - General Conditions GC 9 “Replacement Personnel”.

7.0 Office Space and Administration Support

In the NCR (Quebec), the Psychologist shall be provided office space equipped with such furniture and equipment, together with such other services as may be necessary for carrying out the services required under this standing offer. Meetings or appointments elsewhere in Canada should take place in office space suitable for meetings with ECS clients (including privacy, sound buffering, light and seating) and conducive to counselling activities. Alternatively, and as determined in consultation with ECS, client meetings may be held in offices identified and approved by ECS.

In the NCR (Quebec), called-up Psychologists are authorized to use Executive Counselling Services materials, supplies, information services, tools, instruments and machines under the following conditions:

- a. They **MUST** agree to use the material, supplies, information services, tools, instruments and machines solely for the purposes of providing professional psychological services for ECS; and
- b. Any departure from these conditions without the prior agreement of the Public Service Commission by the Called-up Psychologists could result in the cancellation of the Standing Offer.

8.0 Protected Material

The Contractor shall keep confidential all information provided to the Contractor by or on behalf of The Crown in connection with the Work, including any information that is confidential or proprietary to third parties. The Contractor shall not disclose any such information to any person without the written permission of the PSC, except that the Contractor may disclose to a sub-contractor authorized by the PSC, information necessary for the performance of the Subcontract, on the condition that the sub-contractor agrees that it will be used solely for the purposes of such Subcontract. Information provided to the Contractor by or on behalf of The Crown shall be used solely for the purpose of the Standing Offer and shall remain the property of The Crown or the third party, as the case may be. Unless the Standing Offer otherwise expressly

provides, the Contractor shall deliver to The Crown all such information, together with every copy, draft, working paper and note thereof that contains such information, upon completion or termination of the Standing Offer or at such earlier time.

- a. **Confidentiality:** Confidentiality is a cornerstone of the commitment that the Executive Counselling Services group makes to its client. The Confidentiality at the Psychological Services for Executive Counselling agreement provides the policy of the group on confidentiality and includes a “Confidentiality Pledge” that Psychologist shall be required to sign prior to Standing Offer award. All information acquired in the context of Psychological Assessment for the PSC shall be treated in a manner that will safeguard the confidentiality of the information and the integrity of both the PSC and any standardized tests involved. The PSC shall provide the necessary testing materials, unless otherwise agreed upon with the Project Authority. These shall be returned to the Project Authority when requested.
- b. **Crown’s protected material:** When information is identified as PROTECTED by The Crown, the Contractor shall at all times take all measures reasonably necessary for the safeguarding of the material so identified, including those set out in the PWGSC Industrial Security Manual and its supplements and any other instructions issued by the PSC. These materials and information include but are not limited to assessment tools, materials provided to assist in the administration of the assessment tools, test simulation binders, documentation (e.g. handouts, sample questions, competency profiles) used as aids to coaching clients, as well as information and materials provided to the contractor by the PSC as part of training sessions given in support of this Standing Offer and its resulting work. The contractor acknowledges and agrees that any and all materials and information provided by the Crown to the contractor in the context of this Standing Offer and its resulting work, are the exclusive property of the Crown and cannot be shared with any third party (private or public) or used outside the context of this Standing Offer and its resulting work without the express written permission of the Public Service Commission (PSC). The PSC shall be entitled to inspect the Contractor's premises and the premises of a sub-contractor for security purposes at any time during the term of the Standing Offer, and the Contractor shall comply with, and ensure that any such sub-contractor complies with, all written instructions issued by the PSC dealing with the material so identified, including any requirement that employees of the Contractor or of any such sub-contractor execute and deliver declarations relating to reliability screenings, security clearances and other procedures.
- c. **Copyright:** If material is protected by the Copyright Act or is a PSC Protected document, the Psychologists **MUST** comply with the Act or appropriate PSC Security Policy. Called-up Psychologists **MUST** agree not to insert, reproduce or adapt any materials, in whole or in part, with any other material.

9.0 The ECS Project Authority shall be contacted immediately in the event of any inquiry related to access to information pertaining to a client, access to client notes, legal action, or any other request of a legal nature.

10.0 Security Requirements

Personnel from the Contractor/Offeror requiring access to **PROTECTED** information or assets, or to restricted work sites, **MUST EACH** hold a valid Reliability Status, granted or approved by the PSC.

All protected information **MUST** be submitted in person or sent by mail, in a double envelope, with the required security level specified on the inside envelope and only the addresses of the addressee and the sender showing on the outside envelope.

The Contractor may not transmit Protected B data by e-mail or any other alternative method of electronic delivery, unless it complies with the encryption standards approved by the Public Service Commission (PSC). The PSC will provide an encryption solution using the Government of Canada's MyKey (Entrust). Once the Standing Offer has been assigned the PPC will assist the contractor in contacting, the PSC Helpdesk to start the enrollment process for a MyKey certificate. Once the contractor has their MyKey certificate the PSC Helpdesk will provide the "client software" along with instructions on the installation and use. The MyKey solution is the only approved encryption solution for the electronic transmission of the PROTECTED information.

The Contractor **MAY NOT** save or copy any of the information, including working copies, on his/her computer hard drives. He/she **MUST** save all information, including working copies and all deliverables, in an encrypted format on a USB key or a CD-ROM, which will then be sent to the PSC.

The Contractor **MUST** have the appropriate capacity and equipment to safeguard protected information in accordance with the Operational Security Standard on Physical Security of the TBS. <http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=12329§ion=text>.

NO subcontracts with security requirements may be awarded without the prior written consent of the PSC.

The Contractor/Offeror and his/her personnel shall comply with the directives of:

- a. Security of Information - Justice Canada (latest version);
- b. Industrial Security Manual (latest version).

11.0 Financial Aspects, Invoicing and Payment

1. The contracting Consulting Psychologist shall be paid the agreed hourly or per diem rate.
2. The contracting consulting psychologist's hourly rates are of a maximum of \$180 for direct time with clients and a maximum of \$100 for indirect time.
3. The contracting Consulting Psychologist **MUST** send one (1) invoice per month for services rendered the previous month. **No more than one (1) invoice per month will be accepted.**
4. Timesheets and invoices will be sent to the ECS Project Authority (contact to be provided) no later than the first 5 business days of the following month. Payment will be made by the PSC, 30 days subsequent to receiving the complete and accurate invoice at PSC premises.
5. The Consulting Psychologist is authorized to invoice for time spent travelling to and from the testing location when such locations are in another city (minimum distance of 100 km). Please see appendix "G" for details regarding invoicing. Any invoicing that falls outside what is outlined in appendix "G" shall be discussed and agreed upon with the project authority prior to invoicing.
6. Cancellation fees (direct time) may apply for individual appointments cancelled after the Psychologist arrival on-site, when clients do not show up to a scheduled individual appointment, or for any scheduled individual time which was not cancelled at least 48 hours prior to the appointment. Cancellation fees will not apply if cancellation occurs earlier than 48 hours in advance of the appointment.
7. The contracting consulting psychologist shall keep a log of the project, logging date, activity and time spent.

12.0 Travel

If travel is required, travel **MUST** receive **prior written approval** from the Project Authority.. The Contractor will be reimbursed for expenses in accordance with the National Joint Council Travel Directive <https://www.njc-cnm.gc.ca/directive/d10/en>

13.0 Project Authority:

The Project Authority (*to be confirmed upon resulting Standing Offer*) for the Standing Offer is:

- identified in the Call-up against the Standing Offer.
- the representative of the Division for whom the Work will be carried out pursuant to a Call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Call-up.

APPENDIX “E” - General Conditions – Standing Offers – Goods or Services

- 01 Interpretation
- 02 General
- 03 Standard Clauses and Conditions
- 04 Bid
- 05 Call-ups
- 06 Withdrawal
- 07 Revision
- 08 Disclosure of Information

01 Interpretation

In the Standing Offer, unless the context otherwise requires,

"Call-up" means an order issued by the Call-up Authority duly authorized to issue a Call-up against a particular Standing Offer. Issuance of a Call-up to the Contractor constitutes acceptance of its Bid and results in the creation of a contract between Her Majesty the Queen in right of Canada and the Contractor for the goods, services or both described in the Call-up;

"Canada", "Crown", "Her Majesty" or "the Government" means Her Majesty the Queen in right of Canada as represented by the Public Service Commission.

"Bidder" means the person or entity whose name appears on the signature page of the Standing Offer and who bids to provide goods, services or both to Canada under the Standing Offer;

"Contractor" or "Standing Offer Holder" means the person or entity whose name appears on the signature page of the Standing Offer and who bids to provide goods, services or both to Canada under the Standing Offer;

"Standing Offer" means the written bid from the Contractor, the clauses and conditions, these general conditions, Appendixes and any other document specified or referred to as forming part of the Standing Offer;

"Standing Offer Authority" means the person designated as such in the Standing Offer, or by notice to the Contractor, to act as the representative of Canada in the management of the Standing Offer.

02 General

The Contractor acknowledges that a Standing Offer is not a contract and that the issuance of a Standing Offer and Call-up Authority does not oblige or commit Canada to procure or contract for any goods, services or both listed in the Standing Offer. The Contractor understands and agrees that Canada has the right to procure the goods, services or both specified in the Standing Offer by means of any other contract, Standing Offer or contracting method.

03 Standard Conditions and Clauses

Pursuant to the *Department of Public Works and Government Services Act*, S.C. 1996, c.16, the clauses and conditions identified in the Standing Offer by number, date and title are incorporated by reference and form part of the Standing Offer and any contract resulting from the Standing Offer as though expressly set out in the Standing Offer and resulting contract.

04 Bid

1. The Contractor offers to provide and deliver to Canada the goods, services or both described in the Standing Offer, in accordance with the pricing set out in the Standing Offer as and when the PSC may request such goods, services or both, in accordance with the conditions listed at sub-section 2 below.
2. The Contractor understands and agrees that:
 - (a) a Call-up against the Standing Offer will form a contract only for those goods, services, or both, which have been called-up, provided that such Call-up is made in accordance with the provisions of the Standing Offer;

- (b) Canada's liability is limited to that which arises from Call-ups against the Standing Offer made within the period specified in the Standing Offer;
- (c) the Standing Offer cannot be assigned or transferred in whole or in part;
- (d) the Standing Offer may be set aside by Canada at any time.

05 Call-ups

The PSC will use the form specified in the Standing Offer to order services. They may also be ordered by other methods such as telephone, facsimile or electronic means. Typically, the Standing Offer Holder will be given a written statement of the work that is requested, along with a maximum time or funding allotted for this work. Call-ups will be provided to the contractors on a monthly basis, following the completion of this previously authorised work. Call-ups made by telephone **MUST** be confirmed in writing on the document specified in the Standing Offer.

Call-ups against the Standing Offer paid for with the Government of Canada acquisition card (credit card) at point of sale **MUST** be accorded the same prices and conditions as any other Call-up.

06 Withdrawal

In the event that the Contractor wishes to withdraw the Standing Offer after authority to Call-up against the Standing Offer has been given, the Contractor **MUST** provide no less than thirty (30) days written notice to the Standing Offer Authority, unless specified otherwise in the Standing Offer. The thirty (30) day period will start upon receipt of the notification by the Standing Offer Authority and the withdrawal will be effective at the expiry of that period. The Contractor **MUST** fulfill any and all Call-ups which are made before the expiry of that period.

07 Revision

The period of the Standing Offer may only be extended, or its usage increased, by the Standing Offer Authority issuing a revision to the Standing Offer in writing.

08 Disclosure of Information

The Contractor agrees to the disclosure of its Standing Offer unit prices or rates by Canada, and further agrees that it will have no right to claim against Canada, the PSC, their employees, agents or servants, or any of them, in relation to such disclosure.

APPENDIX “F” - Standard Instructions – Request for Standing Offers – Goods or Services – Competitive Requirements

Code of Conduct for Procurement

- 01 Standard Instructions, Clauses and Conditions
- 02 Definition of Bidder
- 03 Submission of Bids
- 04 Late Bids
- 05 Legal Capacity
- 06 Rights of Canada
- 07 Vendor Performance
- 08 Price Justification
- 09 Bid Costs
- 10 Conduct of Evaluation
- 11 Joint Venture
- 12 Conflict of Interest - Unfair Advantage
- 13 Entire Requirement
- 14 Further Information

To comply with the *Code of Conduct for Procurement* (<http://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/index-eng.html>) Bidders **MUST** respond to Requests for Standing Offers (RFSOs) in an honest, fair and comprehensive manner, accurately reflect their capacity to satisfy the requirements stipulated in the RFSO and resulting contract, submit bids and enter into contracts only if they will fulfill all obligations of the contract.

To ensure fairness, openness and transparency in the bidding process, payment of a contingency fee by any party to a contract to a person to whom the *Lobbyists Registration Act*, R.S. 1985, c. 44 (4th Supplement) applies is prohibited.

By submitting a bid, the Bidder certifies that it meets the above requirements.

Bidders further understand that the commission of certain offences may render them ineligible to be awarded a contract. By submitting a bid, the Bidder declares that it has never been convicted of an offence under Section 121 (*Frauds on the government and Contractor subscribing to election fund*), Section 124 (*Selling or Purchasing Office*), Section 380 (*Fraud committed against Her Majesty*) or Section 418 (*Selling defective stores to Her Majesty*) of the Criminal Code of Canada, or under paragraph 80(1)(d) (*False entry, certificate or return*) subsection 80(2) (*Fraud against Her Majesty*) or Section 154.01 (*Fraud against Her Majesty*) of the *Financial Administration Act*.

01 Standard Instructions, Clauses and Conditions

Pursuant to the *Department of Public Works and Government Services Act*, S.C. 1996, c.16, the instructions, clauses and conditions identified in the RFSO, Standing Offer and resulting contract(s) by number, date and title are incorporated by reference into and form part of the RFSO, Standing Offer and resulting contract(s) as though expressly set out in the RFSO, the Standing Offer and the resulting contract(s).

02 Definition of Bidder

"Bidder" means the person or entity (or, in the case of a joint venture, the persons or entities) submitting a Standing Offer to bid goods, services or both under a Call-up resulting from a Standing Offer. It also includes the parent, subsidiaries or other affiliates of the Bidder, or its subcontractors.

03 Submission of Bids

1. Canada requires that each bid, at closing date and time or upon request from the Standing Offer Authority, be signed by the Bidder or by an authorized representative of the Bidder. If a bid is submitted by a joint venture, it **MUST** be in accordance with section 15.
2. It is the Bidder's responsibility to:
 - (a) obtain clarification of the requirements contained in the RFSO, if necessary, before submitting a bid;
 - (b) prepare its bid in accordance with the instructions contained in the RFSO;
 - (c) submit by closing date and time a complete bid;
 - (d) send its bid only to the PSC as specified on page 1 of the RFSO or to the address specified in the RFSO;
 - (e) ensure that the Bidder's name, return address, and RFSO number are clearly visible on the envelope or the parcel(s) containing the bid; and,
 - (f) provide a comprehensible and sufficiently detailed bid, including all requested pricing details, that will permit a complete evaluation in accordance with the criteria set out in the RFSO.
3. If Canada has provided Bidders with multiple formats of a document (for example, a document may be downloaded through the Government Electronic Tendering Service (GETS) but may also be made available on CD-ROM through GETS), the format downloaded through GETS will take precedence. If Canada posts an amendment to the RFSO revising any documents provided to Bidders in multiple formats, Canada will not necessarily update all formats to reflect these revisions. It is the Bidder's responsibility to ensure that revisions made through any RFSO amendment issued through GETS are taken into account in the alternate formats it uses of RFSO documents.
4. Bids will remain open for acceptance for a period of not less than **120 days** from the closing date of the RFSO, unless specified otherwise in the RFSO. Canada reserves the right to seek an extension of the bid validity period from all responsive Bidders in writing. If the extension is accepted by all responsive Bidders, Canada will continue with the evaluation of the bids. If the extension is not accepted by all responsive Bidders, Canada will, at its sole discretion, either continue with the evaluation of the bids of those who have accepted the extension or cancel the RFSO.
5. Bids and supporting information may be submitted in either English or French.
6. Bids received on or before the stipulated RFSO closing date and time will become the property of Canada and will not be returned. All bids will be treated as confidential, subject to the provisions of the *Access to Information Act*, R.S. 1985, c. A-1 and the *Privacy Act*, R.S. 1985, c. P-21.
7. Unless specified otherwise in the RFSO, Canada will evaluate only the documentation provided with a Bidder's bid. Canada will not evaluate information such as references to Website addresses where additional information can be found, or technical manuals or brochures not submitted with the bid.

04 Late Bids

The PSC will return bids delivered after the stipulated RFSO closing date and time.

05 Legal Capacity

The Bidder **MUST** have the legal capacity to contract. If the Bidder is a sole proprietorship, a partnership or a corporate body, the Bidder **MUST** provide, if requested by the Standing Offer Authority, a statement and any requested supporting documentation indicating the laws under which it is registered or incorporated together with the registered or corporate name and place of business. This also applies to Bidders submitting a bid as a joint venture.

06 Rights of Canada

Canada reserves the right to:

- (a) reject any or all bids received in response to the RFSO;

- (b) enter into negotiations with Bidders on any or all aspects of their bids;
- (c) authorize for utilization any bid in whole or in part without negotiations;
- (d) cancel the RFSO at any time;
- (e) reissue the RFSO;
- (f) if no responsive bids are received and the requirement is not substantially modified, reissue the RFSO by inviting only the Bidders who submitted a bid to resubmit bids within a period designated by Canada; and
- (g) negotiate with the sole responsive Bidder to ensure best value to Canada.

07 Vendor Performance

1. Other than has already been specified herein, Canada may reject a bid where any of the following circumstances is present:
 - (a) the Bidder, or any employee or subcontractor included as part of the bid, has been convicted under Section 121 (*Frauds on the government & Contractor subscribing to election fund*), Section 124 (*Selling or purchasing office*), Section 380 (*Fraud committed against Her Majesty*) or Section 418 (*Selling defective stores to Her Majesty*) of the Criminal Code or under paragraph 80(1)(d) (*False entry, certificate or return*) subsection 80(2) (*Fraud against Her Majesty*) or Section 154.01 (*Fraud against Her Majesty*) of the *Financial Administration Act*.
 - (b) the Bidder is subject to a Vendor Performance Corrective Measure, under the Vendor Performance Policy, which renders the Bidder ineligible to submit a bid for the requirement;
 - (c) an employee, or subcontractor included as part of the bid, is subject to a Vendor Performance Corrective Measure, under the Vendor Performance Policy, which would render that employee or subcontractor ineligible to submit an bid for the requirement, or the portion of the requirement the employee or subcontractor is to perform;
 - (d) with respect to current or prior transactions with the Government of Canada:
 - (i) the Bidder is bankrupt or where, for whatever reason, its activities are rendered inoperable for an extended period;
 - (ii) evidence, satisfactory to Canada, of fraud, bribery, fraudulent misrepresentation or failure to comply with any law protecting individuals against any manner of discrimination, has been received with respect to the Bidder, any of its employees or any subcontractor included as part of the bid;
 - (iii) Canada has exercised its contractual remedies of suspension or termination for default with respect to a contract with the Bidder, any of its employees or any subcontractor included as part of the bid;
 - (iv) Canada determines that the Bidder's performance on other contracts, including the efficiency and workmanship as well as the extent to which the Bidder performed the Work in accordance with contractual clauses and conditions, is sufficiently poor to jeopardize the successful completion of the requirement being bid on.
2. Where Canada intends to reject a bid pursuant to a provision of subsection 1, other than 1.(b), the Standing Offer Authority will so inform the Bidder and provide the Bidder ten (10) days within which to make representations, before making a final decision on the bid rejection.

08 Price Justification

In the event that the Bidder's bid is the sole responsive bid received, the Bidder **MUST** provide, on Canada's request, one or more of the following price justifications:

- (a) a current published price list indicating the percentage discount available to Canada; or
- (b) a copy of paid invoices for the like quality and quantity of the goods, services or both sold to other customers; or
- (c) a price breakdown showing the cost of direct labour, direct materials, purchased items, engineering and plant overheads, general and administrative overhead, transportation, etc., and profit; or

- (d) price or rate certifications; or
- (e) any other supporting documentation as requested by Canada.

09 Bid Costs

No payment will be made for costs incurred in the preparation and submission of a bid in response to the RFSO. Costs associated with preparing and submitting a bid, as well as any costs incurred by the Bidder associated with the evaluation of the bid, are the sole responsibility of the Bidder.

10 Conduct of Evaluation

1. In conducting its evaluation of the bids, Canada may, but will have no obligation to, do the following:
 - (a) seek clarification or verification from Bidders regarding any or all information provided by them with respect to the RFSO;
 - (b) contact any or all references supplied by Bidders to verify and validate any information submitted by them;
 - (c) request, before issuance of any Standing Offer, specific information with respect to Bidders' legal status;
 - (d) conduct a survey of Bidders' facilities and/or examine their technical, managerial, and financial capabilities to determine if they are adequate to meet the requirements of the RFSO;
 - (e) correct any error in the extended pricing of bids by using unit pricing and any error in quantities in bids to reflect the quantities stated in the RFSO; in the case of error in the extension of prices, the unit price will govern.
 - (f) verify any information provided by Bidders through independent research, use of any government resources or by contacting third parties;
 - (g) interview, at the sole costs of Bidders, any Bidder and/or any or all of the resources proposed by Bidders to fulfill the requirement of the RFSO.

11 Joint Venture

1. A joint venture is an association of two or more parties who combine their money, property, knowledge, expertise or other resources in a single joint business enterprise, sometimes referred as a consortium, to submit a bid together on a requirement. Bidders who submit a bid as a joint venture **MUST** indicate clearly that it is a joint venture and provide the following information:
 - (a) the name of each member of the joint venture;
 - (b) the name of the representative of the joint venture, i.e. the member chosen by the other members to act on their behalf, if applicable;
 - (c) the name of the joint venture, if applicable.
2. If the information is not clearly provided in the bid, the Bidder **MUST** provide the information on request from the Standing Offer Authority.
3. The bid and any resulting Standing Offer **MUST** be signed by all the members of the joint venture unless one member has been appointed to act on behalf of all members of the joint venture. The Standing Offer Authority may, at any time, require each member of the joint venture to confirm that the representative has been appointed with full authority to act as its representative for the purposes of the RFSO and any resulting Standing Offer. If a Standing Offer is issued to a joint venture, all members of the joint venture will be jointly and severally or solidarity liable for the performance of any contract resulting from a Call-up against the Standing Offer.

12 Conflict of Interest - Unfair Advantage

1. In order to protect the integrity of the procurement process, Bidders are advised that Canada may reject a bid in the following circumstances:

- (a) if the Bidder, any of its subcontractors, any of their respective employees or former employees was involved in any manner in the preparation of the RFSO;
 - (b) if the Bidder, any of its subcontractors, any of their respective employees or former employees had access to information related to the RFSO that was not available to other Bidders and that would, in Canada's opinion, give the Bidder an unfair advantage.
2. The experience acquired by an Bidder who is providing or has provided the goods and services described in the RFSO (or similar goods or services) will not, in itself, be considered by Canada as conferring an unfair advantage or creating a conflict of interest. This Bidder remains however subject to the criteria established above.
3. Where Canada intends to reject a bid under this section, the Standing Offer Authority will inform the Bidder and provide the Bidder an opportunity to make representations before making a final decision. Bidders who are in doubt about a particular situation should contact the Standing Offer Authority before the RFSO closing. By submitting a bid, the Bidder represents that it does not consider itself to be in conflict of interest nor to have an unfair advantage. The Bidder acknowledges that it is within Canada's sole discretion to determine whether a conflict of interest or unfair advantage exists.

13 Entire Requirement

The RFSO contains all the requirements relating to the solicitation. Any other information or documentation provided to or obtained by a Bidder from any source are not relevant. Bidders should not assume that practices used under previous contracts will continue, unless they are described in the RFSO. Bidders should also not assume that their existing capabilities meet the requirements of the RFSO simply because they have met previous requirements.

14 Further Information

For further information, Bidders may contact the Standing Offer Authority identified in the RFSO.

**APPENDIX “G” - Basis of Payment
Executive Counselling Services**

For a bid to be deemed financially responsive, the Bidder **MUST** propose an overall all-inclusive hourly rate for Direct and Indirect client services below, **NONE of which may exceed the corresponding MAXIMUM overall all-inclusive hourly rate** specified below. Any financial bid which exceeds the maximum indicated herein or which does not propose a price for each item shall be deemed non responsive and shall automatically be rejected.

A separate Appendix “G” “Basis of Payment” is required for each proposed psychologist.

<p>Executive Counselling Services</p> <p>Name of Proposed psychologist: _____</p> <p>Main Regions and/or Provinces of work: _____</p>	<p align="center">MAXIMUM All-inclusive Hourly Rate (Exclusive of the Taxes)</p>	<p align="center">BIDDER’S PROPOSED Firm All-inclusive Hourly Rate (Exclusive of the Taxes)</p> <p align="center">MUST NOT EXCEED MAXIMUM (Applicable to the initial period, to the first, second and third option periods)</p>
<p>DIRECT - Executive Counselling Services</p> <p>Includes (as requested and authorized by the Project Authority):</p> <ul style="list-style-type: none"> ➤ conducting direct confidential services to individuals ➤ simulated board interviews 	<p align="center">Maximum \$180.00</p>	<p align="center">\$ _____</p>
<p>INDIRECT - Executive Counselling Services</p> <p>Includes (as requested and authorized by the Project Authority):</p> <ul style="list-style-type: none"> ➤ Opening client files to deliver client services (maximum of 0.25 of an hour for a new client) ➤ Referring a client to an executive consultant (maximum of 0.25 of an hour-one time charge) ➤ Writing assessment reports if needed ➤ preparing, coordinating and delivering a workshop ➤ participating in team meetings or case discussions 	<p align="center">Maximum \$100.00</p>	<p align="center">\$ _____</p>

The Bidder should indicate which tax it will be charging the PSC:

Tax: _____ (_____ %)

Where not otherwise specified, maximum acceptable times for each billable activity are subject to prior approval by ECS management. What constitutes appropriate maximum acceptable times for each billable activity will be further discussed at the mandatory Orientation Session.

For a Proposal to be financially responsive, a Bidder MUST propose Firm All-inclusive Hourly Rates for Psychological Assessment and Executive Counselling Services that does not exceed the Maximum Hourly Rate shown above.	
Other Associated Services specified in Appendix “D” - Statement of Work of the RFSO, shall be provided at no additional cost to The Crown.	
Attendance at the Orientation Session specified in Appendix “D” – Statement of Work of the RFSO, shall be at the Bidder’s sole expense and at no cost to The Crown.	
Attendance at the “quality assurance review and feedback sessions” specified in Appendix “D” – Statement of Work of the RFSO, shall be at the Bidder’s sole expense and at no cost to The Crown.	
Psychological Assessment and Executive Counselling Services	Cancellation Fee
For appointments cancelled by the client less than 24 hours prior to the Psychological Consultant’s arrival on-site for the appointment	One hour of Direct Psychological Assessment and Executive Counselling Services
If a client does not show up for an interview simulation	One hour of Direct Psychological Assessment and Executive Counselling Services

The rates stated within this RFSO are subject to increase at any time following Standing Offer award. Only the PSC can determine if the rates should be increased. In the event of a rate increase the changes shall be effected by a standing offer amendment and the rates proposed by the Bidder will be prorated accordingly.

Travel and Living

- The PSC will not pay for travel within the National Capital Region.
- The PSC will not pay for travel and living expenses for services or assignments located within 100KM of the Contractor’s business address indicated in their Resource Information Sheet (Appendix “H”). Any work allocated beyond 100KM or in any another region or province and the resource’s region(s) or province(s) of work will be delivered remotely (e.g., teleconference, videoconference, webex, telephone), unless if travel has been pre-authorized by the project-Authority.
- Should specific circumstances dictate that travel to a location in excess of 100KM from the Contractor’s place of business, , the Contractor may be reimbursed its pre-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".
- Requests for Psychological Assessment and Executive Counselling Services including travel will be requested only by the project Authority.
- All travel **MUST** have the prior written authorization of the Project Authority.

Reimbursable Cost

When required, premises suitable for counselling may need to be rented by the Consultant. The Project Authority shall approve in writing, the location and costs prior to their use.

The Contractor will be reimbursed at cost, with no allowance for profit, should specific circumstances dictate that the rental of a location is required for counselling. The contractor **MUST** submit a proof of payment for the rental of the location with their service invoice.

Definition of a Day/Proration

A day is defined as 7.5 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked (“Days worked”, in the formula below) which is less than a day will be prorated to reflect actual time worked in accordance with the following formula:

$$\text{Days worked} = \text{Hours Worked divided by 7.5 hours per day}$$

APPENDIX "H" - Security Requirements Check List (SRCL)



Contract Number / Numéro du contrat D1120-17-1000
Security Classification / Classification de sécurité

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

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité





Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat D1120-17-1000
Security Classification / Classification de sécurité

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 FIABILITE	<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 :

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?
 Dans l'affirmative, le personnel en question sera-t-il escorté? No Yes
 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? No Yes
 Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? Non Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité





Government of Canada / Gouvernement du Canada

Contrat Numéro / Numéro du contrat D1120-17-1000
Security Classification / Classification de sécurité

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	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET	
				CONFIDENTIEL		TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL			A	B	C	CONFIDENTIEL		TRÈS SECRET	
Information / Assets / Renseignements / Biens / Production		✓															
IT Media / Support TI / IT Link / Lien électronique		✓															

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

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

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

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

APPENDIX “I” - Resource Information Sheet

FOR CALL-UP / WORK ALLOCATION PURPOSES

Bidders MUST fill this appendix as this information will be used to allocate work to successful bidders

Sections with asterisks (*) are mandatory**

The Bidder **MUST** include a completed Resource Information Sheet for **every proposed psychologist** in its’ Technical Proposal.

This information will be used for work allocation, (refer to PART 5 on Work Allocation). In certain instances, missing or un-filled information on a resource might prevent the Project Authority or an ECS representative to allocate work to this resource.

*****1 - Name of proposed psychologist**

Name (capital letters): _____

*****2 - Main Region(s) and/or Province(s) of Work**

To be able to identify a region and/or province as a “Main Region and/or Province of Work”, the bidder’s proposed psychologist **MUST** be in a position to deliver services within that region and/or province, in person (face-to-face with clients), 90% of the time, and comply to availability requirements as well. Work could be allocated in other regions or provinces, in which case services could be delivered remotely (e.g., telephone, teleconferencing, webex, videoconferencing); with the authorization of the Project Authority. Any travel **MUST** be pre-approved by the Project Authority.

Resources may be proposed in more than one region and/or province of work.

For regions or provinces other than NCR, bidders are to specify the location of the proposed psychologist’s business address. Travel will not be paid for travel within 100KM of this address.

Identify your Main Region(s) and/or Province(s) of Work
<input type="checkbox"/> 1-NCR - National Capital Region – Quebec
<input type="checkbox"/> 2-NCR - National Capital Region – Ontario
<input type="checkbox"/> 3-Province of British Columbia Specify the location (address) of the resource’s place of business: _____
<input type="checkbox"/> 4- Province of Ontario (excluding NCR) Specify the location (address) of the resource’s place of business: _____
<input type="checkbox"/> 5-Province of Quebec (excluding NCR) Specify the location (address) of the resource’s place of business: _____
<input type="checkbox"/> 6-Province of Nova Scotia Specify the location (address) of the resource’s place of business: _____

*****3 - Official Languages**

For each proposed psychologist, the Bidder MUST identify ONE first official language, and its capability to offer services in the second official language, English or French.

Official Languages	
<p>English/Anglais</p> <p><input type="checkbox"/> English is my First Official Language</p> <p><input type="checkbox"/> I have capability to fully offer services in English, as my second Official Language, as defined in PART 4 – Certification, section 4.5 - Language Certification</p>	<p>French/Français</p> <p><input type="checkbox"/> French is my First Official Language</p> <p><input type="checkbox"/> I have capability to fully offer services in French, as my second Official Language, as defined in PART 4 – Certification, section 4.5 - Language Certification</p>

4 - Diversity & Sensitivity

DIVERSITY & SENSITIVITY		
<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Persons with Disability
<input type="checkbox"/> Visible Minority	<input type="checkbox"/> Indigeneous	
<p><input type="checkbox"/> Employment Equity/diversity experience (describe)</p>		
<p><input type="checkbox"/> Other relevant characteristics (describe):</p>		

APPENDIX “J” - Confidentiality Agreement

Our policy

At the Executive Counselling Services, confidentiality is one of the cornerstones of our commitment to clients. We provide an environment which encourages open discussion of your aspirations, opinions, concerns, reactions coloured by emotion, sensitive issues. We realize that the issues which you entrust to your ECS Consultant(s) contain personal information which you alone should decide to share or not to share. We therefore assure you that no information about your discussion with an ECS psychologist or Executive Consultant will be released to anyone outside your service team without your signed consent. We are committed to protecting your privacy in every possible way.

The Role of the ECS Psychologist

The ECS Psychologist is responsible for the client’s services and accountable to the College of Psychologists of his or her province of work for the provision of all ECS services provided to clients. The psychologist monitors with the client the relevance and efficacy of services provided by Executive Consultants. When a client is referred to an Executive Consultant, the ECS Psychologist determines a good fit based on a host of factors such as, but not limited to, the executive consultant’s background, knowledge, expertise, and the client’s personal style and needs. The ECS Psychologist provides support for the client such that they can feel free to express any concerns about the process at ECS, related to either Executive Consultant or Psychologist services. ECS Psychologists ensure that the process unfolds properly with respect to confidentiality, privacy, respect, and client service. They contribute to developing collaborative and mutually respectful relationships with the Executive Consultants and discuss any concerns that arise.

Information provided to departments

Some types of information do need to be exchanged in the course of offering services funded by your department or sector. We would like to clarify those which may involve some personal information about you.

- Invoices for the cost of services are sent to departments on a monthly basis. The invoice contains no names.
- Departments with which we have established an MOU receive a monthly invoice for the cost of services provided to clients covered by the MOU. Some departments require that the invoice list services by branch, so as to properly direct invoices. We make every effort to determine with the department if any branch is so small that an individual could be identified. In this case, we propose to combine branches to ensure discretion.
- If you access services on the basis of an individual Billing Authorization, a monthly invoice will be sent to the individual identified on the signed authorization. The invoice contains no name, but it identifies a reference (budget) code which is usually unique to you. If we receive an inquiry from either of two individuals named on the Authorization—the individual who approved funding, or the individual receiving the invoice—we will provide confirmation of that reference code and the invoice amounts.
- If an individual from your department calls with questions about invoicing, we provide no names, nor will we indicate whether a given individual named by the department is accessing or has accessed services. We will, however, provide financial information such as how many hours were invoiced in total and how many clients were seen.
- Building security at 22 Eddy Street requires that all visitors be registered in the security database. We will provide your name to building security, unless you specifically request that alternative arrangements be made.

Limits to confidentiality

There are also some limits to confidentiality which are prescribed by law. In the situations described below, we would be, by law, obliged to break confidentiality.

- If we feel, in our judgment, that you are at risk of harming yourself or someone else, we shall inform a responsible person, preferably someone of your own choice. This is known as the “duty to warn”.
- If we have reasonable grounds to suspect or are made aware of any act of abuse towards a child under 16, there is a legal obligation to report this to the Children’s Aid Society. It is their mandate to investigate the situation and to determine the severity and nature of the abuse. You will always be given the initial option of reporting it yourself - but it is our duty to ensure that this is done.
- If our files are subpoenaed by the court system, we have no option but to comply or to face contempt of court charges.
- It is also our duty to report to the appropriate College any instance of sexual misconduct on the part of a member of any of the Regulated Health Professions, including our own.

Confidentiality pledge

I have read the *Confidentiality Policy and Agreement* and the *Privacy Policy* of the Public Service Commission's Executive Counselling Services, and I understand both the ECS Psychologist's role and my role in upholding the commitment to clients described therein. I will treat all information acquired in the context of the Executive Counselling Services in a manner which safeguards confidential information and the privacy of individual clients, and upholds the integrity of the Executive Counselling Services.

I will immediately contact the Manager, Executive Counselling Services in the event of any occurrence or inquiry related to access to information, access to client notes, legal action, or any other request of a legal nature pertaining to a client.

Signature

Client's Name (print)

Date

APPENDIX “K” – Quality Assurance

Psychologist professionally capable of providing Executive Counselling Services

Project Lead or Authority:	
Consultant Psychologist:	
Date (yy / mm / dd):	

ACTIVITIES	RATING	NOTES RISKS (High, Med, Low) IMPACTS (Describe)
Test Administration and Scoring <ul style="list-style-type: none"> • Uses testing when appropriate • Tests are administered, scored and used as prescribed by standardized process • Outcome of the assessment consistent with ECS approach 	Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> N/A <input type="checkbox"/>	
Counselling Technique and Approach <ul style="list-style-type: none"> • Takes appropriate time for the interview • Focuses on relevant verbal or non-verbal cues • Provides an appropriate balance between structure and openness to clients' needs 	Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> N/A <input type="checkbox"/>	
Client Contact <ul style="list-style-type: none"> • Demonstrates sensitivity, empathy, attention, respect • Adjusts to client level • Provides a balance between support and challenge • Ensures proper follow-up 	Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> N/A <input type="checkbox"/>	
Confidential Information Management <ul style="list-style-type: none"> • Takes appropriate verbatim notes • Keeps, stores and maintains and shares confidential information appropriately • Provides the Project Authority with all appropriate and necessary information when requested 	Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> N/A <input type="checkbox"/>	
Analytical Output & Report Writing (when relevant) <ul style="list-style-type: none"> • Provides relevant examples and information to the Project Authority • Provides the appropriate level of details in the report • Information provided is unbiased and supported by the information collected (tests and/or interview) • Uses templates appropriately when required • Output is free of spelling errors and language is clear and concise 	Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> N/A <input type="checkbox"/>	
Feedback to Candidates <ul style="list-style-type: none"> • Provides appropriate level of detail and demonstrates a level of sensitivity to candidates • Provides a amount of information as recommended by the project Authority • Provides constructive critique to clients • Adjusts to client's interest and needs • Elicit appropriate solutions 	Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> N/A <input type="checkbox"/>	

<p>Interpersonal Relations</p> <ul style="list-style-type: none"> • Works with peers, colleagues and Project Authority to achieve end in a co-operative fashion • Is open to and considerate of a diversity of opinions, views, needs and aspirations • Is constructive and positive in comments, questions and responses to others. • He/she reacts constructively to criticism or feedback • Is sensitive and listens attentively and actively to the needs of clients • Reacts appropriately to delicate situations, or situations of crisis. • Is opened to perform administrative tasks associated with own work 	<p>Satisfactory <input type="checkbox"/></p> <p>Unsatisfactory <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>	
<p>Professionalism and Professional Autonomy</p> <ul style="list-style-type: none"> • Takes initiative to ensure knowledge is up to date in aspects relevant to work • Shares knowledge with peers when prescribed • Is opened to fair guidance by ECS/PPC staff • Can act autonomously when required • Demonstrates professional demeanour by being on time, discrete and collegiate • Works in accordance to professional standards as prescribed by the provincial college as well as ECS' Project Authority 	<p>Satisfactory <input type="checkbox"/></p> <p>Unsatisfactory <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>	
<p>Communications in the Official Language of work</p> <ul style="list-style-type: none"> • Uses appropriate vocabulary • Uses clear and concise style • Makes at the most, few grammatical errors • Uses proper level for abstraction and concepts • When speaking orally, is easily understood 	<p>Satisfactory <input type="checkbox"/></p> <p>Unsatisfactory <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>	

Psychologist(s): _____

Date: _____

Feedback given by (initials): _____

Date: _____

Note:

Performance must be satisfactory on all applicable criteria for psychologist consultant to continue to receive work. If a proposed psychologist's performance is unsatisfactory for any given criteria, corrective measures will be recommended and sufficient time given to remedy the situation. Should the proposed corrective measures not remedy the situation within the given period, the proposed psychologist will no longer be asked to work for the instrument or service for which the performance was unsatisfactory.