

**QUESTIONS AND ANSWERS**  
**SOLICITATION NUMBER 1000195072**  
Occupational Health Professional Services

**Question 7**

Are we supposed to be submitting an e-tender for this RFSO or are we to print off the charts and complete them and send as a PDF?

**Answer 7**

You are to print off and complete the documents under the Stream that you are submitting a bid on, complete them and send them in PDF in an email to [Donna.pettit@canada.ca](mailto:Donna.pettit@canada.ca).

**Question 8**

In Section 5 - request for certifications - would providing our roster of specialists with their CMPA number and College of Physicians and Surgeons License Number be sufficient as opposed to providing their actual license? We vet our doctors regularly to make sure their credentials are up to date and for any new doctor to our roster.

**Answer 8**

A roster is acceptable. The CMPA number and College of Physician and Surgeons license number is acceptable only if Health Canada can access these documents on line by using the numbers for each. Health Canada must also know when the CPMA and licences expired, therefore the roster must also include the expiry date of the CPMA and of the licence for each specialist.

**Question 9**

Section 5.3 Fees equal to provincial insurance fees? Would section 24, regulation 552 of the Health Insurance Act apply as these are not within the Routine Schedule of Fees?

**Answer 9**

For services not within the Routine Schedule of Fees; the fees submitted by the bidder should be similar to those fees asked from their privileged clients. Section 5.3.2 applies to all services under all streams. The bidder should also refer to section 8.5.1.1 Ceiling Price.

**Question 10**

Please clarify section 8.2 - "a deliverable does not includes the performance of physician services"

**Answer 10**

In stating that "a deliverable does not include the performance of physicians' services" means that there needs to be something tangible, i.e. report as a deliverable. The act of performing an evaluation is not a deliverable in itself.

**Question 11**

Please clarify 8.6 - "evidence of actual costs" does this include the doctors' invoices to us?

**Answer 11**

This would apply to national health network companies, clinics etc where physicians provide their services under a company, clinic etc and bill patients. In order for the company, clinic to be reimbursed they would need to provide the invoices of the physicians as evidence of actual costs.

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**Question 12**

Annex A - refers to delivery point at SOH offices - most of our assessments take place in the offices of our providers across the country or at clinics where we have space but not at our actual business office

**Answer 12**

If the services are provided in the SOH's offices across the country or at clinics where the SOH has spaces but not at their actual business office, the SOH must ensure that the services are provided in accordance with the appropriate medical standard of care and with the other standards and requirements described in the SOW. Health Canada may request a list and addresses of those locations.

**Question 13**

Annex B - the pricing schedule and ceiling rates - do you want a flat rate for all service areas (Neuropsychology, Psychiatry, Psychology and Occupational Medicine) regardless of where it is? Are "flat rate" and a "ceiling" rate same thing?

**Answer 13**

Annex "B" does not need to be completed by the Bidder. The Bidder must complete the Financial Bid Documents under **Annex "D"** and submit this with their bid.

Annex "B" is part of the resulting Standing Offer and Resulting Clauses. The information that is provided in the Financial Bid Document under Annex "D" will be the information that is indicated in Annex "B" in any resulting Standing Offer Agreement.

**Question 14**

We have a number of physicians (Physiatry and GPs) who have significant relevant experience conducting Occupational Health medicine assessments – including fitness to work assessments – they are licensed to practice medicine however are not licensed as Occupational Medicine Physician. Are they excluded from this bid or should they be listed with the indication of the relevant experience?

**Answer 14**

A physician does not need to be licensed as an Occupational Health Medicine Physician to offer his-her services but must have a licence to practice medicine and have the mandatory experienced requested under this RFSO.

**Question 15**

As the wording in the bid documents are worded specifically for physicians but there is also request for Neuropsychologists and Psychologists who are not physicians please indicate what specific licensing requirements are required other than the general licence provided by the College of Psychologists of Ontario. It is understood that relevant clinical experience will be provided for those specialties under MT4B.

**Answer 15**

In the Mandatory criteria it indicates Physician/Offeror. If the Bidder is not a physician then they fall under an "Offeror" and must meet the requirements indicated in the Stream that they are proposing to submit a bid on. Specialty licence to practice from the respective Colleges, such as the College of Psychologists, is acceptable.