



RETURN BIDS TO :
RETOURNER LES SOUMISSIONS À :
Bid Receiving - Réception des soumissions:

Att : RHQFinance/Procurement/Bids
RHQ Finance/Procurement/Bids
AR Finance/Approvisionnement/Soumissions
Correctional Service Canada
1045 Main Street, 2nd Floor
Moncton, NB E1C1H1

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

Proposal to: Correctional Service Canada

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

Proposition à: Service Correctionnel du Canada

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

Comments — Commentaires :

“THIS DOCUMENT DOES NOT CONTAIN A SECURITY REQUIREMENT” « LE PRÉSENT DOCUMENT NE COMPORTE AUCUNE EXIGENCE RELATIVE À LA SÉCURITÉ. »

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

Telephone # — N° de Téléphone :

Fax # — No de télécopieur :

Email / Courriel : _____

GST # or SIN or Business # — N° de TPS
ou NAS ou N° d'entreprise :

Title — Sujet: Medical Device Inspection Program	
Solicitation No. — N° de l'invitation 21201-18-2793798	Date: January 29, 2018
Client Reference No. — N° de Référence du Client 21201-18-2793798	
GETS Reference No. — N° de Référence de SEAG PW-18-00813860	
Solicitation Closes — L'invitation prend fin at /à : 2 :00 AST / 14h00 HNA on / le : March 12, 2018 / 12 mars, 2018	
F.O.B. — F.A.B. Plant – Usine: Destination: Other-Autre:	
Address Enquiries to — Soumettre toutes questions à: Lise Bourque Regional Contract Officer /Agente de contrat régional	
Telephone No. – N° de téléphone: 506-851-6977	Fax No. – N° de télécopieur: 506-851-6327
Destination of Goods, Services and Construction: Destination des biens, services et construction:	
Multiples Sites	
Instructions: See Herein Instructions : Voir aux présentes	
Delivery Required — Livraison exigée : See herein	Delivery Offered – Livraison proposée : Voir aux présentes
Name and title of person authorized to sign on behalf of Vendor/Firm Nom et titre du signataire autorisé du fournisseur/de l'entrepreneur	

Name / Nom	Title / Titre

Signature	Date
(Sign and return cover page with bid proposal / Signer et retourner la page de couverture avec la proposition)	



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PART 1 - GENERAL INFORMATION

1. Security Requirement

There is no security requirement associated with the requirement.

2. Statement of Work

The Work to be performed is detailed under Article 2 of the resulting contract clauses.

3. Revision of Departmental Name

As this bid solicitation is issued by Correctional Service Canada (CSC), any reference to Public Works and Government Services Canada (PWGSC) or its Minister contained in full text or by reference in any term, condition or clause of this document, or any resulting contract, must be interpreted as a reference to CSC or its Minister.

4. Debriefings

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

5. Procurement Ombudsman

The Office of the Procurement Ombudsman (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

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2017-04-27) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: sixty (60) days

Insert: one hundred and twenty (120) days

2. Submission of Bids

Bids must be submitted only to Correctional Service of Canada (CSC) by the date, time and place indicated on page 1 of the bid solicitation.

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

3. Former Public Servants

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

Definitions

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

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or



- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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



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

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

4. Enquiries – Bid Solicitation

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

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

5. Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in New Brunswick and Nova Scotia.

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



PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

CSC requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid: **three (3) hard copies**

Section II: Financial Bid: **one (1) hard copy**

Section III: Certifications: **one (1) hard copy**

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

Bidders are requested to submit their Financial Bid in an envelope separate from their technical proposal.

CSC requests that bidders follow the format instructions described below in the preparation of their bid:

- i. use 8.5 x 11 inch (216 mm x 279 mm) paper;
- ii. use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

- i. use 8.5 x 11 inch (206 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- ii. use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duo tangs or binders.

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.

3. Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment detailed in Annex B - Proposed Basis of Payment. The total amount of Applicable Taxes must be shown separately.

See Annex B – Proposed Basis of Payment for the Pricing Schedule format.

3.1 Exchange Rate Fluctuation

SACC Manual clause C3011T (2013-11-06) Exchange Rate Fluctuation



4. Section III: Certifications

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



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

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

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

Proposals will be evaluated to determine if they meet all mandatory requirements outlined in **Annex D – Evaluation Criteria**. Proposals not meeting all mandatory criteria will be declared non-responsive and will be given no further consideration.

1.2 Financial Evaluation

Proposals containing a financial bid other than the one requested at **Article 3. Section II: Financial Bid** of **PART 3 – BID PREPARATION INSTRUCTIONS** will be declared non-compliant.

2. Basis of Selection

SACC Manual clause A0031T (2010-08-16) Mandatory Technical Criteria

3. Insurance Requirements

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in article 12 of PART 6 – RESULTING CONTRACT CLAUSES.

If the information is not provided in the bid, the Contracting 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 Contracting Authority and meet the requirement within that time period will render the bid non-responsive.



PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

1. Certification Required with the Bid

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

1.1 Integrity Provisions – Declaration of Convicted Offenses

- A) Subject to subsection B, by submitting a bid in response to this bid solicitation, the Bidder certifies that:
- i. it has read and understands the Ineligibility and Suspension Policy;
 - ii. it understands that certain domestic and foreign criminal charges and convictions, and other circumstances, as described in the Policy, will or may result in a determination of ineligibility or suspension under the Policy;
 - iii. it is aware that Canada may request additional information, certifications, and validations from the Bidder or a third party for purposes of making a determination of ineligibility or suspension;
 - iv. it has provided with its bid a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offenses in the Policy;
 - v. none of the domestic criminal offenses, and other circumstances, described in the Policy that will or may result in a determination of ineligibility or suspension, apply to it, its affiliates and proposed first tier subcontractors; and
 - vi. it is not aware of a determination of ineligibility or suspension issued by PWGSC that applies to it.
- B) Where a Bidder is unable to provide any of the certifications required by subsection A, it must submit with its bid the completed Integrity Declaration Form (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>). Bidders must submit this form to Correctional Service of Canada with their bid.

2. Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time



frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the bid non-responsive.

2.1 Integrity Provisions – Required documentation

List of names: all Bidders, regardless of their status under the Ineligibility and Suspension Policy, must submit the following information:

- i. Bidders that are corporate entities, including those bidding as joint ventures, must provide a complete list of the names of all current directors or, for a privately owned corporation, the names of the owners of the corporation;
- ii. Bidders bidding as sole proprietors, including sole proprietors bidding as joint ventures, must provide a complete list of the names of all owners; or
- iii. Bidders that are a partnership do not need to provide a list of names.

List of Names:

_____	_____
_____	_____
_____	_____
_____	_____

OR

- The Bidder is a partnership

During the evaluation of bids, the Bidder must, within 10 working days, inform the Contracting Authority in writing of any changes affecting the list of names submitted with the bid.

2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga = 1.229006812.1158694905.1413548969)" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's website](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga = 1.229006812.1158694905.1413548969) (http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga = 1.229006812.1158694905.1413548969).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga = 1.229006812.1158694905.1413548969)" list at the time of contract award.

2.3 Status and Availability of Resources

SACC Manual clause A3005T (2010-08-16) Status and Availability of Resources

2.4 Language Requirements - English

By submitting a bid, the Bidder certifies that, should it be awarded a contract as result of the bid solicitation, every individual proposed in its bid will be fluent in English. The individual(s)



proposed must be able to communicate orally and in writing in English without any assistance and with minimal errors.

2.5 Education and Experience

SACC Manual clause A3010T (2010-08-16) Education and Experience

2.6 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.



PART 6 - RESULTING CONTRACT CLAUSES

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

1. Site Security Requirement

NIL security screening is required as there is no access to sensitive information or assets. Contractor personnel will be escorted in specific areas of the institution / site as and where required by Correctional Service Canada personnel or those authorized by CSC to do so on its behalf.

Contractor personnel shall submit to a Canadian Police Information Centre (CPIC) verification of identity / information by CSC, and must adhere to institutional requirements for the conduct of searches prior to admittance to the institution / site. CSC reserves the right to deny access to any institution / site or part thereof by any Contractor personnel, at any time.

2. Statement of Work

The contractor must perform the Work in accordance with the Statement of Work at Annex A

3. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

As this Contract is issued by Correctional Service Canada (CSC), any reference to Public Works and Government Services Canada (PWGSC) or its Minister contained in full text or by reference in any term, condition or clause of this document must be interpreted as a reference to CSC or its Minister.

3.1 General Conditions

2010B (2016-04-04), General Conditions - Professional Services (Medium Complexity), apply to and form part of the Contract.

4. Term of Contract

4.1 Period of the Contract

The period of the Contract is from August 1st, 2018 to July 31st, 2019 inclusive.

4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to four (4) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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



5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Lise Bourque
Title: Regional Contract Officer
Correctional Service Canada
Branch/Directorate: RHQ/Finance/Material Management
Telephone: 506-851-6977
Facsimile: 506-851-6327
E-mail address: Lise.Bourque@csc-scc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

5.2 Project Authority

The Project Authority for the Contract is:

Name: (XXX)
Title: (XXX)
Correctional Service Canada
Branch/Directorate: (XXX)
Telephone: (XXX)
Facsimile: (XXX)
E-mail address: (XXX)

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

[Fill in at contract award only.]

5.3 Contractor's Representative

The Authorized Contractor's Representative is:

Name: _____
Title: _____
Company: _____
Address: _____

Telephone: ____-____-_____
Facsimile: ____-____-_____
E-mail address: _____



6. Payment

6.1 Basis of Payment

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B, to a limitation of expenditure of \$_____ (**insert the amount at contract award**). Customs duties are included and Applicable Taxes are extra.

6.2 Limitation of Expenditure

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

6.3 Terms of Payment

SACC Manual Clause H1008C (2008-05-12) – Monthly Payment

6.4 SACC Manual Clauses

SACC Manual clause A9117C (2007-11-30), T1204 - Direct Request by Customer Department
SACC Manual clause C0710C (2007-11-30), Time and Contract Price Verification
SACC Manual clause C0705C (2010-01-11), Discretionary Audit

6.5 Travel and Living Expenses

There are no travel and living expenses associated with the Contract.

7. Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Each invoice must be supported by:
 - a. a copy of the release document and any other documents as specified in the Contract



3. Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the following address for certification and payment:

Attention:
Health Services, A/Manager Planning, Pharmacy & Quality Improvement
1045 main Street
Moncton, NB E1C 1H1

8. Certifications and Additional Information

8.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

9. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in New Brunswick and Nova Scotia.

10. Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the General Conditions 2010B (2014-09-25), General Conditions – Professional Services (Medium Complexity)
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated _____ (to be inserted at contract award)

11. Termination on Thirty Days' Notice

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

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



12. Insurance – Specific Requirements

The Contractor must comply with the insurance requirements specified below. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection. The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

13. Ownership Control

Where the Contractor will have access to any and all personal and confidential information belonging to Canada, CSC staff or inmates for the performance of the work, the following will apply:

- (a) The Contractor warrants that it is not under ownership control of any non-resident entity (i.e. Individual, partnership, joint venture, corporation, limited liability company, parent company, affiliate or other).
- (b) The Contractor shall advise the Minister of any change in ownership control for the duration of the contract.
- (c) The Contractor acknowledges that the Minister has relied on this warranty in entering into this Contract and that, in the event of breach of such warranty, or in the event that the Contractor's ownership control becomes under a non-resident entity, the Minister shall have the right to treat this Contract as being in default and terminate the contract accordingly.
- (d) For the purposes of this clause, a non-resident entity is any individual, partnership, joint venture, corporation, limited liability company, parent company, affiliate or other residing outside of Canada.

14. Closure of Government Facilities

14.1 Contractor personnel are employees of the Contractor and are paid by the Contractor on the basis of services rendered. Where the Contractor or the Contractor's employees are providing services on government premises pursuant to this Contract and the said premises become non accessible due to evacuation or closure of government facilities, and consequently no Work is being performed as a result of the closure, Canada will not be liable for payment to the Contractor for the period of closure.

14.2 Contractors working at CSC sites should be aware that they may be faced with delay or refusal of entry to certain areas at certain times even if prior arrangements for access may have been made. Contractors are advised to call in advance of travel to ensure that planned access is still available.



15. Tuberculosis Testing

15.1 It is a condition of this contract that the Contractor or any employees of the Contractor who require entry into a Correctional Service of Canada Institution to fulfill the conditions of the contract may, at the sole discretion of the Warden, be required to provide proof of and results of a recent tuberculin test for the purpose of determining their TB infection status.

15.2 Failure to provide proof of and results of a tuberculin test may result in the termination of the contract.

15.3 All costs related to such testing will be at the sole expense of the Contractor.

16. Compliance with CSC Policies

16.1 The Contractor agrees that its officers, servants, agents and subcontractors will comply with all regulations and policies in force at the site where the work covered by this contract is to be performed.

16.2 Unless otherwise provided in the contract, the Contractor shall obtain all permits and hold all certificates and licenses required for the performance of the Work.

16.3 Details on existing CSC policies can be found at: www.csc-scc.gc.ca or any other CSC web page designated for such purpose.

17. Health and Labour Conditions

17.1 In this section, "Public Entity" means the municipal, provincial or federal government body authorized to enforce any laws concerning health and labour applicable to the performance of the Work or any part thereof.

17.2 The Contractor shall comply with all laws concerning health and labour conditions applicable to the performance of the Work or part thereof and shall also require compliance of same by all its subcontractors when applicable.

17.3 The Contractor upon any request for information or inspection dealing with the Work by an authorized representative of a Public Entity shall forthwith notify the Project Authority or Her Majesty.

17.4 Evidence of compliance with laws applicable to the performance of the Work or part thereof by either the Contractor or its subcontractor shall be furnished by the Contractor to the Project Authority or Her Majesty at such time as the Project Authority or Her Majesty may reasonably request."

18. Identification Protocol Responsibilities

The Contractor must ensure that the Contractor and each of its agents, representatives or subcontractors (referred to as Contractor Representatives for the purposes of this clause) comply with the following self-identification requirements:

18.1 During the performance of any Work at a Government of Canada site, the Contractor and each Contractor Representative must be clearly identified as such at all times;

18.2 During attendance at any meeting, the Contractor or Contractor Representatives must identify themselves as such to all meeting participants;



18.3 If the Contractor or a Contractor Representative requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify him or herself as the Contractor or an agent or subcontractor of the Contractor in all electronic mail in the signature block as well as under the e-mail account Properties. This identification protocol must also be used in all other correspondence, communication, and documentation; and

18.4 If Canada determines that the Contractor is not complying with any of the obligations stated in this article, Canada will advise the Contractor and request that the Contractor implement, without delay, appropriate corrective measures to eliminate recurrence of the problem.

19. Dispute Resolution Services

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will, on request, and consent of the parties for both the process and to bear the cost of such process, assist in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or applicable of a term and condition of this contract. The Office of Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa-opo@boa-opo.gc.ca.

20. Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by (*the supplier or the contractor or the name of the entity awarded this contract*) respecting administration of this contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met, and the interpretation and the application of the terms and conditions and the scope of work of this contract are not in dispute. The Office of Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa-opo@boa-opo.gc.ca.

21. Privacy

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

21.2 All such personal information is the property of Canada, and the Contractor shall have no right in or to that information. The Contractor shall deliver to Canada all such personal information in whatever form, including all copies, drafts, working papers, notes, memoranda, reports, data in machine-readable format or otherwise, and documentation which have been made or obtained in relation to this Contract, upon the completion or termination of the Contract, or at such earlier time as the Minister may request. Upon delivery of the personal information to Canada, the Contractor shall have no right to retain that information in any form and shall ensure that no record of the personal information remains in the Contractor's possession.



22. Proactive Disclosure of Contracts with Former Public Servants

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

23. Information Guide for Contractors

Prior to the commencement of any work, the Contractor certifies that its employees, or employees of its subcontractors, working under contract for CSC will complete the applicable Module(s) and retain the signed checklist(s) from the CSC “Information Guide for Contractors” website: www.bit.do/CSC-EN.

ANNEX A – Statement of Work

1. OBJECTIVE

Correctional Service of Canada (CSC) intends to contract a qualified firm to provide expert inspection services for the medical equipment located at Correctional Service of Canada (CSC) federal correctional facilities in the Atlantic Region (Nova Scotia and New Brunswick).

This requirement involves the provision of technical support to Correctional Service of Canada (CSC) at the following sites:

- Dorchester Complex Minimum Sector, Dorchester (NB)
- Dorchester Complex Medium Sector, Dorchester (NB)
- Shepody Healing Center, Dorchester (NB)
- Atlantic Institution, Renous (NB)
- Springhill Institution, Springhill (NS)
- Nova Institution, Truro (NS)
- Regional Pharmacy, Moncton (NB)
- Regional Headquarters, Moncton (NB)
- Jamieson Community Correctional Center (CCC), Halifax (NS)

2. BACKGROUND

2.1 Project Background

The Health Services Sector of CSC has developed a Medical Device Maintenance Program (MDMP) which outlines the processes and responsibilities for the effective inspection, upgrading, and replacement of medical devices and equipment used in CSC Health Services clinics, Hospitals, Pharmacies and Regional Head Quarters (RHQ).

The MDMP ensures that medical devices and equipment are safe and functional. It also provides guidance to identify and address potential problems with medical devices and equipment that may result in injury to staff or patients and requires a follow up on medical equipment or devices involved in an adverse event.

To support the MDMP, CSC requires the services of expert resources to conduct an annual inspection of all relevant medical equipment that falls within the inspection profile of the MDMP (hereinafter referred to as “Equipment”).

2.2 Objectives

As part of its mandate, Correctional Service Canada (CSC) has built and maintains a large number of secure sites with a diverse security profile. In order to provide the requisite health services to the inmate population within these sites, each Institution and CCC has a wide variety of medical systems and components that, in all aspects, constitutes a mission critical infrastructure that must be maintained.

To that end, CSC has a requirement to contract technical support for the inspection of the medical systems and associated equipment described in Appendix F, G, H, I, J, K, L, M, N

3. SCOPE

3.1 Nature of Work

The work involves the provision of qualified resources to conduct the inspection of the Equipment identified by CSC in its federal correctional facilities (hereinafter referred to as "Institutions" and "CCC"). The Contractor must perform the Work, as described in this Statement of Work (SOW).

3.2 Nature of Services

The Contractor will provide technical support services designed and delivered to ensure the quality and effectiveness of CSC Equipment and associated components.

3.3 Institutional Medical Equipment

The medical devices (Equipment) within an Institution's Health Services clinic, CCC and Physician clinic room can be broken down into two distinct categories:

1. Equipment that should be repaired when it ceases to function; and
2. Equipment that should be replaced when it ceases to function.

3.4 Equipment at End of Life

In all of the above cases, the useful service life of Equipment is established by the recommendations of the manufacturer and captured by Health Services in its Lifecycle Management Program. The Technician must assess the lifecycle status of each piece of Equipment based on the manufacturer's recommended service life as well as through the performance of a physical examination. If the Equipment is at or near the end of its useful service life, the Technician must note that in his or her report to the Chief of health or project authority at RHQ.

4. INSPECTION PERSONNEL

4.1 General

The Contractor must perform this work using specialized resources with expertise in the inspection of medical equipment (hereinafter referred to as "Technicians").

The Contractor's Technicians will be responsible for:

1. Travelling to the required Institutions and CCC
2. Providing an annual report to the Chief of health care, Regional Pharmacist or Manager of Clinical Services and the project authority at RHQ.

4.2 Technician Qualifications

Each technician performing the work must be an employee of the contract or an employee of a subcontractor.

Each Technician must have graduated from one of the following recognized programs:

- Biomedical Electronic Technologist or Technician program
- Biomedical Engineering Technologist or Technician program.
- Electronic Engineering Technologist or Technician program

Each technician must have at least three (3) years' experience performing inspections on medical equipment.

4.3 Technician Certifications

Many manufacturers of medical equipment provide certification programs for the inspection and service of its product lines (including the inspection thereof). The Contractor must provide Technician(s) to complete the Work that have the necessary certifications and training to inspect all of the Equipment appearing in Appendix F, G, H, I, J, K, L, M, N of this document.

It is reasonable that the Contractor may provide more than one Technician to an Institution at disparate times to ensure that all of the Equipment is maintained by someone with the proper certifications and training to perform that part of the Work.

5. TASKS AND ACTIVITIES

5.1 Test Equipment and Tools

The provision, inspection, management and control of all required test equipment will be the responsibility of the Contractor. A complete list of required testing equipment shall be presented to the Chief of health or Manager of Clinical Services at least ten (10) working days prior to each site visit.

It should be noted that CSC will have final approval of all proposed test equipment before it is deployed on-site. This is due to a possible situation where some forms of equipment qualify as contraband within the precincts of an Institution and are therefore not permitted on-site.

5.2 Travel to CSC Institutions

The Contractor's Technician(s) must travel to Institutions and CCC identified by CSC as a facility that has Equipment that requires Inspection. The Contractor must arrange for the travel and accommodations for the Technician(s) and will remain entirely responsible for the travel requirements of its Technicians throughout the project.

The Contractor must ensure that the target Institution and CCC receives prior notification of the planned Inspection activities at least ten (10) working days prior to the site visit and the Technician has undergone a CPIC check in advance of that date.

The Technician will be accompanied by an individual assigned by the Institution or CCC to escort the Technician throughout the Institution or CCC. The Contractor must ensure that the Technician will abide by the instructions regarding the escort given by the Institutional Head or its delegate to the Technician.

6. CONSTRAINTS

The following constraints must be taken into account in the performance of the Work as described in this document:

6.1 Security Requirements

Any person entering a correctional Institution or CCC must undergo a clearance performed by the Canadian Police Information Centre (CPIC). This mandatory "CPIC Check" must be initiated at least two (2) weeks in advance of the scheduled date of entry into the Institution or CCC and completed without issue before the person is permitted to enter.

Delays caused by the CSC security clearance requirement will not incur any additional costs to CSC.

7. DELIVERABLES

The contractor shall provide the following services with regards to medical devices listed in Appendix F, G, H, I, J, K, L, M, N

- a. Incoming on-site inspections to be conducted on an annual basis. Time of inspection will be determined after contract award between the Chief Health Services, Regional pharmacist or Manager of Clinical Services and the contractor. Each inspection shall include industry standard verifications for each piece of equipment listed in Annexes F, G, H, I, J, K, L, M, N

Equipment that undergoes inspection must be tested to ensure it meets quality control standards as per the manufacturer's guidelines.

- b. Annual performance testing, inspection and calibration of electro medical devices is required in order to comply with standards set forth by the respective provinces.
- c. During inspection, assist in identifying requirements. This will be in regards to replacing existing equipment or purchasing new equipment.
- d. During inspection, repair all issues or problems with equipment being inspected which does not require any parts.
- e. The report must be provided in writing to the Chief of Health Services, Regional Pharmacist, Manager of Clinical Services and copy must also be sent to the Project Authority at RHQ **within 30 days of the site inspection**. The report must detail all pieces of equipment inspected, any concerns identified and/or repairs recommended and or completed. The report must also list items either in alphabetical order or in order of equipment code.

List of equipment

From time to time, equipment may be added or removed from the lists of equipment when required during the period of the contract. These additions or deletions may come from the respective site authority (Chief of Health Services, Regional Pharmacist, and Manager Clinical Services) or from the Project Authority at the Regional office.

Any changes greater than 10% in the total number of items to be inspected as part of the contract or any changes greater than 30% in the number of items at anyone specific site will require a review of the inspection fees to take into consideration the additional or reduced workload. Should this situation occur, the Project Authority will request an updated quote from the contractor for work to be done.

NOTE: This clause excludes the addition or removal of diagnostic imaging systems and equipment. Any addition or removal of such equipment would require a new quote.

Response Time:

The Contractor shall provide these services Monday to Friday from 8:00 a.m. to 4:00 p.m.

Due to the nature of the environment in which the programs will be delivered, the scheduled dates of inspections/repairs will be subject to change due to urgent institutional circumstances such as institutional lockdowns, closures due to inclement weather, security requirements, or other emergency situations at no cost to the CSC. In these cases, the Project Authority or his/her representative will advise the Contractor and work will be rescheduled.

Travel and Living Expenses

Travel and Living Expenses will be the responsibility of the contractor to and from CSC work sites. Vehicle transportation, driver's permits, insurances are also the responsibility of the contractor.

Project Authority

All work will be performed subject to the inspection and acceptance by the Project Authority or the on-site Chief of Health Services, Regional Pharmacist or Manager Clinical Services.

Project Authority name and phone number will be provided in the contract document.

The Project Authority or his designated representative will be responsible for monitoring the progress of the work and will be responsible for the technical requirements; the acceptance and approval of the deliverables. Any proposed changes to the scope of work may be discussed with the Project Authority, but any resulting changes can only be authorized by an amendment issued by the Contracting Authority.

APPENDIX 'A' – Glossary of Terms and Acronyms

Term	Definition
Community Correctional Center (CCC)	CCCs are designated as minimum security institutions and house offenders who are primarily on statutory release with residency conditions or on long term supervision orders with residency conditions.
Contractor	A private business entity that is awarded the contract to perform the Work for Canada.
Equipment	Medical equipment at CSC Institutions that falls within the inspection profile of the Medical Device Maintenance Program.
Institution	Correctional facilities under the care of Correctional Service Canada where incarcerated offenders serve criminal sentences of two years or more as inmates. Institutions are secure facilities not broadly open to the public.
Technician	A specialized resource provided by the Contractor that is a trained Biomedical Technician with the requisite expertise and experience in the inspection of medical equipment.

List of CSC Institutions and Addresses

ATLANTIC REGION

Atlantic Institution: Attention – Chief of Health Care

13175 Route 8, P.O. Box 102
Renous, New Brunswick
E9E 2E1

Dorchester Complex Minimum Sector: Attention – Chief of Health Care

4902 Main Street
Dorchester, New Brunswick
E4K 2Y9

Dorchester Complex Medium Sector: Attention – Chief of Health Care

4902 Main Street
Dorchester, New Brunswick
E4K 2Y9

Nova Institution: Attention – Chief of Health Care

180 James Street
Truro, Nova Scotia
B2N 6R8

Springhill Institution: Attention – Chief of Health Care

330 McGee Street, P.O. Box 2140
Springhill, Nova Scotia
B0M 1X0

Shepody Healing Centre: Attention – Chief of Health Care

4902 Main Street
Dorchester, New Brunswick
E4K 2Y9

Regional Pharmacy: Attention – Regional Pharmacist

Health Services (RHQ – Atlantic)
859 Main Street, 1st Floor
Moncton, New Brunswick
E1C 1G3

Regional Headquarters– Attention - Manager Clinical Services

Health Services (RHQ – Atlantic)
859 Main Street, 1st Floor
Moncton, New Brunswick
E1C 1G3

Jamieson CCC: Attention – Manager Clinical Services

19 Morris Drive
Dartmouth, NS
B3B 0M3

ANNEX B – Proposed Basis of Payment

<i>Institution</i>	<i>Contract Period</i>	<i>1st Option to Renew</i>	<i>2nd Option to Renew</i>	<i>3rd Option to Renew</i>	<i>4th Option to Renew</i>
	August 1, 2018 to July 31, 2019	August 1, 2019 to July 31, 2020	August 1, 2020 to July 31, 2021	August 1, 2021 to July 31, 2022	August 1, 2022 to July 31, 2023
Atlantic Institution, Renous NB	Once annual all inclusive fee to inspect all equipment listed in Appendix F \$ _____	Once annual all inclusive fee to inspect all equipment listed in Appendix F \$ _____	Once annual all inclusive fee to inspect all equipment listed in Appendix F \$ _____	Once annual all inclusive fee to inspect all equipment listed in Appendix F \$ _____	Once annual all inclusive fee to inspect all equipment listed in Appendix F \$ _____
Dorchester Complex, Medium Sector, Dorchester NB	Once annual all inclusive fee to inspect all equipment listed in Appendix G \$ _____	Once annual all inclusive fee to inspect all equipment listed in Appendix G \$ _____	Once annual all inclusive fee to inspect all equipment listed in Appendix G \$ _____	Once annual all inclusive fee to inspect all equipment listed in Appendix G \$ _____	Once annual all inclusive fee to inspect all equipment listed in Appendix G \$ _____
Dorchester Complex, Minimum Sector, Dorchester NB	Once annual all inclusive fee to inspect all equipment listed in Appendix H \$ _____	Once annual all inclusive fee to inspect all equipment listed in Appendix H \$ _____	Once annual all inclusive fee to inspect all equipment listed in Appendix H \$ _____	Once annual all inclusive fee to inspect all equipment listed in Appendix H \$ _____	Once annual all inclusive fee to inspect all equipment listed in Appendix H \$ _____
Regional Headquarters, Moncton, NB	Once annual all inclusive fee to inspect all equipment listed in Appendix I \$ _____	Once annual all inclusive fee to inspect all equipment listed in Appendix I \$ _____	Once annual all inclusive fee to inspect all equipment listed in Appendix I \$ _____	Once annual all inclusive fee to inspect all equipment listed in Appendix I \$ _____	Once annual all inclusive fee to inspect all equipment listed in Appendix I \$ _____
Regional Pharmacy, Moncton, NB	Once annual all inclusive fee to inspect all equipment listed in Appendix J \$ _____	Once annual all inclusive fee to inspect all equipment listed in Appendix J \$ _____	Once annual all inclusive fee to inspect all equipment listed in Appendix J \$ _____	Once annual all inclusive fee to inspect all equipment listed in Appendix J \$ _____	Once annual all inclusive fee to inspect all equipment listed in Appendix J \$ _____
Shepody Healing Center, Dorchester, NB	Once annual all inclusive fee to inspect all equipment listed in Appendix K \$ _____	Once annual all inclusive fee to inspect all equipment listed in Appendix K \$ _____	Once annual all inclusive fee to inspect all equipment listed in Appendix K \$ _____	Once annual all inclusive fee to inspect all equipment listed in Appendix E \$ _____	Once annual all inclusive fee to inspect all equipment listed in Appendix E \$ _____
Jamieson CCC, Halifax NS	Once annual all inclusive fee to inspect all equipment listed in Appendix L \$ _____	Once annual all inclusive fee to inspect all equipment listed in Appendix L \$ _____	Once annual all inclusive fee to inspect all equipment listed in Appendix L \$ _____	Once annual all inclusive fee to inspect all equipment listed in Appendix L \$ _____	Once annual all inclusive fee to inspect all equipment listed in Appendix L \$ _____
Nova Institution, Truro NS	Once annual all inclusive fee to inspect all equipment listed in Appendix M \$ _____	Once annual all inclusive fee to inspect all equipment listed in Appendix M \$ _____	Once annual all inclusive fee to inspect all equipment listed in Appendix M \$ _____	Once annual all inclusive fee to inspect all equipment listed in Appendix M \$ _____	Once annual all inclusive fee to inspect all equipment listed in Appendix M \$ _____

Springhill Institution, Springhill, NS	Once annual all inclusive fee to inspect all equipment listed in Appendix N \$ _____	Once annual all inclusive fee to inspect all equipment listed in Appendix N \$ _____	Once annual all inclusive fee to inspect all equipment listed in Appendix N \$ _____	Once annual all inclusive fee to inspect all equipment listed in Appendix N \$ _____	Once annual all inclusive fee to inspect all equipment listed in Appendix N \$ _____
Total:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
					\$ _____

Financial Coding:

Institution	Financial Coding
Atlantic Institution	23180-825-00000-240-04571-4-1
Dorchester Complex – Medium Sector	22085-825-00000-240-04571-4-1
Dorchester Complex – Minimum Sector	22085-825-00000-240-04571-4-1
Jamieson CCC	28011-825-00000-240-04571.4.1
Nova Institution	25080-825-00000-240-04571-4-1
Shepody Healing Center	22088-825-00000-240-04571-4-1
Regional Headquarters	20185-825-00000-240-04571-4-1
Regional Pharmacy	20183-825-00000-240-04571-4-1
Springhill Institution	21080-825-00000-240-04571-4-1



Annex D Evaluation Criteria

1.1 The following elements of the proposal will be evaluated and scored in accordance with the following evaluation criteria.

- Mandatory Technical Criteria

It is **imperative** that the proposal **address each of these criteria** to demonstrate that the requirements are met.

- 1.2 LISTING EXPERIENCE WITHOUT PROVIDING ANY SUBSTANTIATING DATA TO SUPPORT WHERE, WHEN AND HOW SUCH EXPERIENCE WAS OBTAINED WILL RESULT IN THE STATED EXPERIENCE NOT BEING CONSIDERED FOR EVALUATION PURPOSES.
- 1.3 All experience must be strictly work-related. Time spent during education and/or training will not be considered, unless otherwise indicated.
- 1.4 Experience must be demonstrated through a history of past projects, either completed or on-going.
- 1.5 References must be provided for each project/employment experience.
 - I. Where the stated experience was acquired within a Canadian Federal Government Department or Agency **as a Public Servant**, the reference must be a Public Servant who had a supervisory role over the proposed resource during the stated employment.
 - II. Where the stated experience was acquired within a Canadian Federal Government Department or Agency **as a consultant**, the reference must be the Public Servant who was identified as the Project Authority of the project on which the proposed resource acquired the experience.
 - III. References must be presented in this format:
 - a. Name;
 - b. Organization;
 - c. Current Phone Number; and
 - d. Email address if available

1.6 Response Format

- I. In order to facilitate evaluation of proposals, it is recommended that bidders' proposals address the mandatory criteria in the order in which they appear in the Evaluation Criteria and using the numbering outlined.
- II. Bidders are also advised that the month(s) of experience listed for a project or experience whose timeframe overlaps that of another referenced project or experience will only be counted once. For example: Project 1 timeframe is July 2001 to December 2001; Project 2 timeframe is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.
- III. For any requirements that specify a particular time period (e.g., 2 years) of work experience, CSC will disregard any information about experience if the technical bid does not include the required month and year for the start date and end date of the experience claimed.
- IV. CSC will also only evaluate the duration that the resource actually worked on a project or projects (from his or her start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.



ANNEX D - MANDATORY TECHNICAL CRITERIA

#	Mandatory Technical Criteria	Bidder Response Description (include location in bid)	Met/Not Met
M1	Each technician must have graduated from one of the following recognized programs: <ul style="list-style-type: none">• Biomedical Electronic Technologist or Technician program• Biomedical Engineering Technologist or Technician program• Electronic Engineering Technologist or Technician program		
M2	Each technician must have at least three (3) years experience performing inspections on medical equipment.		



ANNEX E - Insurance Requirements

1. Commercial General Liability Insurance:

- 1.1 The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
- 1.2 The Commercial General Liability policy must include the following:
 - a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by the Correctional Service of Canada.
 - b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g) Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - l) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

2. Litigation Rights:

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

For the province of Quebec, send to:



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

For other provinces and territories, send to:

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

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

3. Medical Malpractice Liability Insurance:

- 3.1 The Contractor must obtain Medical Malpractice Liability Insurance in an amount of \$10,000,000.00, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$1,000,000 per loss and in the annual aggregate, inclusive of the defence costs.
- 3.2 Coverage is for what is standard in a Medical Malpractice policy and must be for claims arising out of the rendering or failure to render medical services resulting in injury, mental injury, illness, disease or death of any person caused by any negligent act, error or omission committed by the Contractor in or about the conduct of the Contractor's professional occupation or business of good samaritan acts.
- 3.3 If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- 3.4 Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

**Note: Please see Appendix F, G, H, I, J, K, L, M, N in the attachments section of this Solicitaion