



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

**Bid Receiving - PWGSC / Réception des
soumissions - TPSGC**
11 Laurier St./ 11 rue, Laurier
Place du Portage, Phase III
Core 0B2 / Noyau 0B2
Gatineau, Québec K1A 0S5
Bid Fax: (819) 997-9776

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government
Services Canada**

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

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

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

Comments - Commentaires

THIS DOCUMENT CONTAINS A SECURITY
REQUIREMENT / DOCUMENT CONTIENT DES
EXIGENCES RELATIVES À LA SÉCURITÉ

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

Scientific, Medical and Photographic Division / Division de
l'équipement scientifique, des produits photographiques et
pharmaceutiques
11 Laurier St./ 11 rue, Laurier
6A2, Place du Portage
Gatineau, Québec K1A 0S5

Title - Sujet AUTOMATED MEDICATION DISPENSING SYS	
Solicitation No. - N° de l'invitation 21120-180235/A	Date 2018-08-30
Client Reference No. - N° de référence du client 21120-18-2760235	
GETS Reference No. - N° de référence de SEAG PW-\$\$PV-915-75406	
File No. - N° de dossier pv915.21120-180235	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-10-10	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: MacCuaig, Shannon	Buyer Id - Id de l'acheteur pv915
Telephone No. - N° de téléphone (873) 469-3983 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: CORRECTIONAL SERVICE OF CANADA 340 LAURIER AVE W. AS PER ATTACHED LIST OF IDENTIFIED USERS OTTAWA Ontario K1A0P9 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée See Herein	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

1.1.1 Before award of a contract, the following conditions must be met:

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
- (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
- (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

1.1.2 Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.

1.1.3 For additional information on security requirements, Bidders should refer to the Contract Security Program and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

1.2 Statement of Work

The Work to be performed is detailed under Annex A.

1.3 Debriefings

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

1.4 Trade Agreements

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA).

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) 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 (2018-05-22) 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: 60 days

Insert: 90 days

2.2 Submission of Bids

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

Bid Receiving - PWGSC

Place du Portage, Phase III, Tower B
11 Laurier Street
Gatineau, Quebec
For couriers: J8X 4A6
For regular mail: K1A 0S5

Telephone: (819) 420-7201
Fax No.: (819) 997-9776

The above address is for the sole purpose of bid submission. No other communications are to be forwarded to this address.

No proposal shall be sent directly to the PWGSC Contracting Authority.

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

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.4 Applicable Laws

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

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. Bidders must provide their bid in a single transmission. The epost Connect service has the capacity to receive multiple documents, up to 1GB per individual attachment.

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

Section I: Technical Bid (2 hard copies) and 1 soft copy on CD, DVD or USB

Section II: Financial Bid (1 hard copy) and 1 soft copy on CD, DVD or USB

Section III: Certifications (1 hard copy)

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

If the Bidder is simultaneously providing copies of its bid using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through epost Connect service, the wording of the electronic copy provided through epost Connect service will have priority over the wording of the other copies.

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

Canada 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 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](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, Bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid

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

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that

Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

The technical bid consists of the following:

- (a) **Supporting Technical documentation:** Technical brochures or technical data to demonstrate compliancy to the requirement as described in Annex A. Bidders are requested to use Form 4 to cross reference the mandatory technical criteria in a concise format by using page, paragraph(s) & sub-paragraphs as applicable to their supporting technical documentation.
- (b) **List of Products:** Bidders must include a complete product list identifying: the product name; the name of manufacturer; the model and part number of each component which make up the system. Bidders must also state the point of manufacture and shipping of goods or where service is to be performed: The bidder is requested to use the form provided in Form 5.
- (c) **Training Plan:** Bidders should include a training plan, which must demonstrate that the Bidder's training plan meets all the mandatory requirements for training described in Annex A. The training plan must include, at a minimum, a description of the course materials that will be provided to participants; the training schedule; and the duration of the training.
- (d) **Description of the Bidder's Maintenance and Support Services:** Bidders should include a description of its warranty, maintenance and support services, which must be consistent with all the requirements described in Annex A. At a minimum, Bidders should include the following:
 - (i) Location of available service facilities (after sales service and repair). List the service facilities closest to the destination.
 - (ii) Locations of available replacement parts from consumables to major components.
 - (iii) Response time re: service calls, and escalation schedule, i.e. (how many days with no resolution to a problem until a more experienced person is called in, and from which location).
 - (iv) List the frequency of routine maintenance visits provided by a qualified service technician during the warranty period, if applicable and included in the price.

Section II: Financial Bid

- (a) **Pricing:** Bidders must submit their financial bid in accordance with the Basis of Payment including Annex B – Pricing Tables.
- (b) **All Costs to be Included:** The financial bid must include all costs for the requirement described in the bid solicitation for the entire Contract Period, including any option years. The identification of all necessary equipment, software, peripherals, cabling and components required to meet the requirements of the bid solicitation and the associated costs of these items is the sole responsibility of the Bidder.
- (c) **Blank Prices:** Bidders are requested to insert "\$0.00" for any item for which it does not intend to charge or for items that are already included in other prices set out in the tables. If the Bidder leaves any price blank, Canada will treat the price as "\$0.00" for evaluation purposes and may request that the Bidder confirm that the price is, in fact, \$0.00. No bidder will be permitted to add or change a price as part of this confirmation. Any bidder who does not confirm that the price for a blank item is \$0.00 will be declared non-responsive.

3.1.1 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Form 2 Electronic Payment Instruments, to identify which ones are accepted.

If Form 2 Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

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

3.1.2 Exchange Rate Fluctuation

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

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.
- (c) The evaluation team will determine first if there are two or more bids with a valid Canadian Content certification. In that event, the evaluation process will be limited to the bids with the certification; otherwise, all bids will be evaluated. If some of the bids with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive bids with a valid certification remain, the evaluation will continue among those bids with a valid certification. If all bids with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other bids received will be evaluated.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Evaluation Criteria

The mandatory technical evaluation criteria are detailed in Annex A and Form 4.

4.1.2 Financial Evaluation

The financial evaluation will be conducted by calculating the Total Aggregated Bid Price in accordance with the pricing tables provided in Annex B - Pricing Tables.

Evaluation of Price - Bid

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, DDP various locations per Annex C Incoterms® 2010, Canadian customs duties and excise taxes included.

Unless the bid solicitation specifically requires bids to be submitted in Canadian currency, bids submitted in foreign currency will be converted to Canadian currency for evaluation purposes. The rate given by the Bank of Canada in effect on the bid solicitation closing date, or on another date specified in the bid solicitation, will be applied as a conversion factor to the bids submitted in foreign currency.

4.2 Basis of Selection

- 4.2.1** *SACC Manual* Clause A0031T (2010-08-16) - Basis of Selection - Mandatory Technical Criteria

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.1.2 Additional Certifications Required with the Bid

5.1.2.1 Product Conformance

The Bidder certifies that all goods proposed conform, and will continue to conform throughout the period of the contract, to the requirement detailed under Annex A.

Bidder's authorized representative signature

Date

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process. (See Form 1)

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the Employment and Social Development Canada (ESDC) - Labour's website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#afed>).

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

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed Form 3 Federal Contractors Program for Employment Equity - Certification, before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

6.1.1 The following security requirements (SRCL and related clauses provided by CSP) apply and form part of the Contract.

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS) with approved Document Safeguarding at the level of **PROTECTED B**, issued by the Canadian Industrial Security Directorate (CISD), **Public Works and Government Services Canada (PWGSC)**.
2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by the CISD/PWGSC.
3. The Contractor **MUST NOT** utilize its Information Technology systems to electronically process, produce or store **PROTECTED B** information until the CISD/PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed at the level of **PROTECTED B**, including an IT Link at the level of **Protected B**.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex D;
 - (b) Industrial Security Manual (Latest Edition)

6.2 Statement of Work

6.2.1 Statement of Work

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

6.2.2 Optional Requirement

- a) The Contractor grants to Canada the irrevocable option to acquire the goods, services or both as further described in Annex A under the same terms and conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.
- b) The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.
- c) **Option to Purchase Additional units:** The Contractor grants to Canada the irrevocable option to purchase 3 additional units under the same terms and conditions and at the prices and/or rates stated in the Contract.

6.3 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 Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

6.3.1 General Conditions

2010A (2018-06-21), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

Subsection 9.1 of 2010A (2018-06-21) General Conditions - Goods or Services, is amended as follows:

Delete in its entirety and replace with the following:

"Despite inspection and acceptance of the Work by or on behalf of Canada and without restricting any provisions of the Contract or any condition, warranty or provision imposed by law, the Contractor, if requested by Canada to do so, must replace, repair or correct, at its own option and expense any work that becomes defective or fails to conform to the requirements of the Contract, where applicable. The warranty period will be 5 years after installation and testing of the Autopackagers or the length of the Contractor's or manufacturer's standard warranty period, whichever is longer."

The 2010A (2018-06-21), General Conditions - Goods (Medium Complexity) is appended with Section 32 - Intellectual Property Infringement and Royalties, as follows:

- 1) The Contractor represents and warrants that, to the best of its knowledge, neither it nor Canada will infringe any third party's intellectual property rights in performing or using the Work, and that Canada will have no obligation to pay royalties of any kind to anyone in connection with the Work.
- 2) If anyone makes a claim against Canada or the Contractor concerning intellectual property infringement or royalties related to the Work, that Party agrees to notify the other

Party in writing immediately. If anyone brings a claim against Canada, according to Department of Justice Act, R.S. 1985, c. J-2, the Attorney General of Canada must have the regulation and conduct of all litigation for or against Canada, but the Attorney General may request that the Contractor defend Canada against the claim. In either case, the Contractor agrees to participate fully in the defence and any settlement negotiations and to pay all costs, damages and legal costs incurred or payable as a result of the claim, including the amount of any settlement. Both Parties agree not to settle any claim unless the other Party first approves the settlement in writing.

- 3) The Contractor has no obligation regarding claims that were only made because:
- (a) Canada modified the Work or part of the Work without the Contractor's consent or used the Work or part of the Work without following a requirement of the Contract; or
 - (b) Canada used the Work or part of the Work with a product that the Contractor did not supply under the Contract (unless that use is described in the Contract or the manufacturer's specifications); or
 - (c) the Contractor used equipment, drawings, specifications or other information supplied to the Contractor by Canada (or by someone authorized by Canada); or
 - (d) the Contractor used a specific item of equipment or software that it obtained because of specific instructions from the Contracting Authority; however, this exception only applies if the Contractor has included the following language in its own contract with the supplier of that equipment or software: "[Supplier name] acknowledges that the purchased items will be used by the Government of Canada. If a third party claims that equipment or software supplied under this contract infringes any intellectual property right, [supplier name], if requested to do so by either [Contractor name] or Canada, will defend both [Contractor name] and Canada against that claim at its own expense and will pay all costs, damages and legal fees payable as a result of that infringement." Obtaining this protection from the supplier is the Contractor's responsibility and, if the Contractor does not do so, it will be responsible to Canada for the claim.
- 4) If anyone claims that, as a result of the Work, the Contractor or Canada is infringing its intellectual property rights, the Contractor must immediately do one of the following:
- (a) take whatever steps are necessary to allow Canada to continue to use the allegedly infringing part of the Work; or
 - (b) modify or replace the Work to avoid intellectual property infringement, while ensuring that the Work continues to meet all the requirements of the Contract; or
 - (c) take back the Work and refund any part of the Contract Price that Canada has already paid.

If the Contractor determines that none of these alternatives can reasonably be achieved, or if the Contractor fails to take any of these steps within a reasonable amount of time, Canada may choose either to require the Contractor to do (c), or to take whatever steps are necessary to acquire the rights to use the allegedly infringing part(s) of the Work itself, in which case the Contractor must reimburse Canada for all the costs it incurs to do so.

6.3.2 Supplemental General Conditions

4001 (2015-04-01)	Hardware Purchase, Lease and Maintenance,
4003 (2010-08-16)	Licensed Software, and
4004 (2013-04-25)	Maintenance and Support Services for Licensed Software,

apply to and form part of the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract to 5 years after acceptance.

6.4.2 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Annex C of the Contract.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Shannon MacCuaig
Title: Supply Specialist

Telephone: 873-469-3983
E-mail address: shannon.maccuaig@pwgsc.gc.ca

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

6.5.2 Technical Authority

The Technical Authority for the Contract is: *(to be filled in only at contract award)*

Name: _____
Telephone: _____
E-mail address: _____

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

6.5.3 Contractor's Representative *(to be completed by the bidder)*

The telephone number (with extension if applicable) of the person responsible for:

General enquiries

Name: _____
Tel. No. _____ ext: _____

Delivery Follow-up

Name: _____
Tel. No. _____ ext: _____

E-mail address: _____

E-mail address: _____

6.6 Payment

6.6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit price(s), as specified in Annex B – Pricing Tables for a cost of \$_____ **(to be filled in only at contract award)**. Customs duties are included and Applicable Taxes are extra.

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

6.6.2 Payment

SACC Manual clause H1001C (2008-05-12) Multiple Payment

6.6.3 Electronic Payment of Invoices – Contract

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only)

6.7 Invoicing Instructions

6.7.1 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.

6.7.2 Invoices must be distributed as follows:

- (a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
- (b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.
- (c) one (1) copy must be forwarded to the consignee.
- (d) To facilitate the payment process, it is important that the Contractor quote the contract number on all the invoices, shipping bills and packing slips. Failure to do so will delay payment and the date used for calculating interest on overdue accounts.

6.8 Certifications and Additional Information

6.8.1 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.

6.8.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "FCP Limited Eligibility to Bid" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

6.9 Applicable Laws

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

6.10 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 supplemental general conditions 2003;
- (c) the general conditions 2010A General Conditions - Goods (Medium Complexity);
- (d) Annex A, Statement of Work;
- (e) Annex B – Pricing Tables;
- (f) Annex C – List of Identified Users;
- (g) Annex D, Security Requirements Check List; and
- (h) the Contractor's bid dated _____ (insert date of bid) (If the bid was clarified or amended, insert at the time of contract award: “, as clarified on _____” and insert date(s) of clarification(s))

6.11 SACC Manual Clauses

SACC Manual clause B1501C (2006-06-16) Electrical Equipment
SACC Manual clause A9068C (2010-01-11) Government Site Regulations
SACC Manual clause A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)
SACC Manual clause A2001C (2006-06-16) Foreign Nationals (Foreign Contractor)
SACC Manual clause G1005C (2016-01-28) Insurance
SACC Manual clause D2000C (2007-11-30) Marking
SACC Manual clause D2001C (2007-11-30) Labeling
SACC Manual clause D2025C (2017-08-17) Wood Packaging Materials
SACC Manual clause D5545C (2010-08-16) ISO 9001:2008 - Quality Management Systems - Requirements (QAC C)
SACC Manual clause D6010C (2007-11-30) Palletization

6.12 Shipping Instructions

6.12.1 Shipping Instructions - Delivery at Destination

1. Goods must be consigned to the destination specified in the Contract and delivered:

Delivered Duty Paid (DDP) various destinations per Annex C Incoterms® 2010 for shipments from a commercial contractor.
2. The Contractor will be responsible for all delivery charges, administration, costs and risk of transport and customs clearance, including the payment of customs duties and taxes.

ANNEX A

STATEMENT OF WORK

Title:

Automated Pharmacy Medication Packager / Labeller systems for Correctional Service Canada (CSC).

Objective(s):

CSC Regional Pharmacies are introducing automation to their prescription filling processes. Automated packager / labelers will allow the pharmacies to tailor the filling / packaging processes and assist federal institutions in operating in a more efficient manner. In 2011-12, CSC successfully purchased autopackagers for 3 of the CSC Regional Pharmacies. The purpose of this RFP is to purchase autopackers for the remaining 2 regions (Ontario and Pacific) and allow the ability for the other 3 regions to replace their current autopackagers if they so choose.

The goal is to automate much of the dispensing process of solid oral dosage medications at all of the regional pharmacies with the use of two large packagers / labelers.

Background:

CSC is the federal government department responsible for administering sentences of a term of two years or more, as imposed by the courts. CSC is responsible for managing institutions of various security levels and supervising offenders under conditional release in the community.

CSC operates under three levels of management: National, Regional, and Institutional/District Parole Offices. The National Headquarters (NHQ) in Ottawa performs overall planning and policy development for the Service, while each of the five Regional Headquarters (RHQ) implements CSC activities and operations within the regions.

CSC's Health Services Sector enables CSC to attain its mission and mandate by providing offenders with efficient and effective health services that encourage inmate responsibility, by promoting healthy reintegration and contributing to safe communities. CSC's Health Services Sector has a presence at all levels of management from coast to coast. As part of providing essential health services, medications are provided to federal offenders on site at each institution.

Before arriving at the institution, medications must be prepared at CSC regional pharmacies. The pharmacies are not located in the institution, so the medications are shipped there on a daily / weekly basis and received at institutional healthcare centers for distribution to the offender. Every institution has its own health care center.

The process of delivering medication to the offender is multi-faceted and may involve 1) distribution directly to the offender at his/her cell location (in cases of administrative segregation), 2) distribution of medication to ambulatory inmates via the health care center, or 3) unit dose drug distribution (e.g. medication that need to be given as direct observed therapy where tablets and capsules are dispensed at each dose (by manually punching blister cards and administering to the inmate).

The intent is to automate some of the current dispensing processes and supply unit dose and / or multi-dose patient specific medication and non-patient specific stock medication at the site in an individually labeled medication blister card format. In doing so, this would reduce the manual processes to prepare stock and patient specific medication to provide to the health care centers. Automation in the preparation of blister medication cards will help to reduce errors and permit reallocation of pharmacy staff to other activities to improve efficiency

Scope:

CSC intends to purchase a "turnkey system" for selected regional pharmacies as follows:

1. One large capacity fully automated oral dosage packaging / labeling machine to be located in the Pacific Regional Pharmacy (250 canister minimum).
2. One large capacity fully automated oral dosage packaging / labeling machine to be located in Ontario Regional Pharmacy (250 canister minimum).

Initial Equipment

The packager / labeler system must be turnkey and include all design, labor and equipment including materials, cables, tools, transportation services, supervision, coordination, documentation, and integration and necessary instruction to complete all installations required.

The delivery of the two automated pharmacy medication packager /labeller systems, including operator instructions / training manuals in both official languages is requested to be received on or before 31 March 2019.

Note to Contractor: Following successful bid and implementation of the contract, CSC may wish to purchase the same auto packager for other locations (Prairie Region – Saskatoon; Quebec Region – Laval; and Atlantic Region - Moncton) as part of this contract. This option to purchase additional packagers will be valid until 31 March 2024.

A. Technical Specifications:

Technologies introduced to CSC will be required to integrate with the current systems.

- The system must be designed to perform the automated preparation and labeling of solid oral medication, in unit or multiple dosage packs, in transactional conjugation with the pharmacy's information system.
- Successful interfacing of any new automated packager / labeler with the existing pharmacy system is considered an essential component of the RFP (see mandatory technical specifications 6 – Interface).

Mandatory Technical Specifications:

1	Minimum Specifications
1.1	<p>A minimum capacity of 250 containers for all types of medication. Must have the ability for a single drug in more than one container.</p> <p>Note: A diagram of a basic typical set-up must be submitted with the bid.</p>
1.2	<p>Maximum Machine Dimensions once fully assembled must be:</p> <p>Height: 100" or less, Length: 55" or less, Width: 45" or less</p>
1.3	Minimal rate of 200 cards per hour in single-dose mode forward stock or pre-pack cards.
1.4	Minimal rate of 200 cards per hour in single-dose mode for patient-specific cards.
1.5	Minimal rate of 50 cards per hour in multi-dose mode.
1.6	Minimal production rate of 6 blister cards simultaneously (in the same batch).
1.7	<p>Perform single-dose packaging for both:</p> <ul style="list-style-type: none"> • Patient-specific medication • Patient non-specific medication (i.e. ward stock or pre-pack cards)
1.8	Perform multi-pack (compliance) packaging for patient-specific medication
1.9	<p>Non-patient specific blister cards must have the ability to contain the following clearly defined information:</p> <ul style="list-style-type: none"> - Drug name - Drug Strength - Drug Identification Number (DIN) - Lot Number - Expiry Date - Universal Identification Bar Code
1.10	<p>Patient specific blister cards must include the following additional information: (in the language of choice of the user and of the patient (English or French). Display must be configurable by user:</p> <ul style="list-style-type: none"> - Patient name - Patient institution - Unique patient identifier (i.e. FPS) - Drug Name, and Strength - Doctor Name - Directions for use - Description of Physical Tablet/Capsule Appearance - Expiry Date - Rx number - Fill date - Administration start date
1.11	Batch packaging capacity for patient groups and specific times of administration.

1.12	Maximum allowable weight of automated packaging machine: 3500 lbs.
1.13	Medication blister cards can be sorted by administration time.
1.14	Medication blister cards can be sorted by type of medication.
1.15	Medication blister cards can be sorted by specific patient or group of patients or by institution.
1.16	Ability to use card technology for blister cards from a variety of vendors (including perforated cards such as Dispill and Suremed) with a minimum of 7 and a maximum of 30 bubble compartments.
2	Medication
2.1	Identification of bulk medication by bar code scanner.
2.2	In the event of bar code failure, authorized staff member can perform a manual check (e.g. by entering DIN).
2.3	Machine has ability to identify medication shortage and quantity required to complete production.
2.4	Capacity to scan individual blister card for verification of distribution.
3	Quality Control
3.1	Automated canister check function.
3.2	Manual canister check function.
3.3	System equipped with sound and visual alarms.
3.4	Screen diagnosis system.
3.5	Bar code scanner for replenishment of canisters.
3.6	Restricted and personalized access for software functions.
3.7	Report on expired medication (upon manually entry of data on expiries).
3.8	Report of need for replenishment of canisters.
4	Work Station
4.1	Bilingual application software with ability to operate with both English and French pharmacy platforms. Note: There is no requirement for the software to translate narrative text from French to English or vice-versa.

4.2	<p>To ensure accuracy and clarity for technicians preparing the blister cards, computer view must show a comprehensive summary of the blister card and label to be printed; including but not limited to:</p> <ul style="list-style-type: none"> • Patient Name • Patient Institution • Drug Name, Strength, and Directions • Description of Physical Tablet/Capsule Appearance • Expiry Date • Directions for use • Doctor`s name • Rx Number • Fill date • Administration start date
5	Enhancements
5.1	Software changes must not result in loss of data.
5.2	All available software updates must be provided without charge to CSC for the duration of the 5-year warranty period.
6	Interface
6.1	<p>HL7 format.</p> <p>Contractor must clearly define interfacing processes and include specific examples with a list of pharmacy systems that are currently supported.</p>
6.2	One-way data communication with pharmacy information system.
6.3	<p>The system must have the capacity to be linked by interface (prescription filling, inventory control) to the existing pharmacy computer software systems*</p> <p>*See Table A for data fields specified for interfacing with the pharmacy software systems</p>
7	Computer Security
7.1	In case of pharmacy system failure, capacity to manually enter medication to be packed for each patient.
7.2	Capacity to print a full or partial report on machine printer.
7.3	Automated packaging system computer must operate through a secure connection and network server to maintain patient confidentiality during maintenance and diagnostics purposes.

8	Alarm Indications
8.1	Empty Canister
8.2	Canister Jam
8.3	Empty Paper or labels
8.4	Defective universal tray
8.5	Opened access drawer
8.6	Excessive Operation Temperature
9	Accessories
9.1	Workstation must have its own uninterruptible power system without charge.
9.2	Server must have its own uninterruptible power system without charge.
9.1	System equipped with replenishment module with bar code scanner and electronic scale, both interfaced with the machine's computer system.

B. Warranty

Five-year comprehensive warranty parts, hardware and software and labour to be included in pricing. Warranty period begins upon successful installation and acceptance of system.

The initial warranty must include:

- Unlimited full parts (hardware and software) and labour
- Technical support over the telephone during working hours of the Regional Pharmacies
- Emergency and service calls during working hours of the Regional Pharmacies
- Software maintenance, support services and updates
- On-site maintenance record that includes dates of service & work performed

Requests for technical support and service calls will likely occur during core business hours:
CSC Regional Pharmacies **core** business hours are as follows (closed weekends and statutory holidays):

Ontario Region Work Hours Required for Phone Assistance:
Monday to Friday: 8am – 5pm EST

Pacific Region Work Hours Required for Phone Assistance:
Monday to Friday: 7am – 2pm PST

Prairie Region Work Hours Required for Phone Assistance:
Monday to Friday: 8am – 4pm MT

Quebec Region Work Hours Required for Phone Assistance:
Monday to Friday: 8am – 4pm EST

Atlantic Region Work Hours Required for Phone Assistance:
Monday to Friday: 8am – 4pm ATL

The Contractor must guarantee that technical support, in both official languages, will be available during the above listed times, and a with a call back response not exceeding two hours.

If the presence of a technician is required on site, the Contractor must guarantee the technician will arrive as soon as possible.

All Contractor notices regarding modifications to machine operation must be fully documented and must be easy to understand by the user.

The identified user(s) must be advised in writing of all product stock-outs and the approximate date of product availability.

C. Installation

The Contractor must work with CSC to establish mutually agreed work plan prior to acceptance of contract, not to exceed 60 days beyond CSC initiating the installation request and not to exceed 1 year from contract award.

The installation must include equipment/system calibration.

D. Training

The Contractor must provide a project manager to guide the customer through the entire implementation process, and must serve as the main point of contact for questions and issues.

The Contractor must provide a complete training course on site for the full operation of the machine (minimum 2 people) in the language preference (French or English) of end users.

Contractor will work with CSC to establish mutually agreed work plan prior to acceptance to contract, not to exceed 60 days beyond CSC initiating the installation request and not to exceed 1 year from contract award.

Training will include initial on-site training and system familiarization at customer site as part of initial implementation.

The Contractor must provide comprehensive training to pharmacy technicians for the automated packaging machine itself and any associated technology, accessories or computer software.

The Contractor must provide a minimum of two hard-copy training manuals in English or in French (choice of each region).

The Contractor must provide one electronic copy of training manuals as well as upgrades to these manuals in both official languages.

The Contractor must be on-site for individual program “roll-out” of equipment, set-up, and implementation; and the contractual agreement must be a system that includes installation of all equipment including checkout and verification of performance.

Cost estimates for training must be separated out in the event of any extra charge that is not part of the standard agreement and specified in the contract.

E. Maintenance Service:

The contract includes the option to extend warranty after the initial 5-year period.

The maintenance service contract must include:

- a. Unlimited full parts (hardware and software) and labour
- b. Technical support over the telephone during the working hours of the Regional Pharmacy
- c. Software updates
- d. In-person assistance during work hours if necessary.

Requests for technical support and service calls will likely occur during core business hours:

CSC Regional Pharmacies **core** business hours are as listed above.

In person availability for machine and operational assistance must be from 8am – 4pm **local time**.

The Contractor must guarantee that technical support, in both official languages, will be available during the above listed times, and a with a call back response not exceeding two hours.

If the presence of a technician is required on site, the Contractor must guarantee the technician will arrive as soon as possible.

All Contractor notices regarding modifications to machine operation must be fully documented and must be easy to understand by the user.

The identified user(s) must be advised in writing of all product stock-outs and the approximate date of product availability.

Any necessary replacement parts for printers, or other required accessories that are not covered by warranty or once the warranty has expired, must be available from the Contractor for purchase.

Travel

All travel associated with equipment set up, warranty, maintenance service and client support are the responsibility of the Contractor.

Constraints:

Employees of the Contractor will be required to have Reliability Status Security Clearance from the Government of Canada if accessing CSC facilities or data. The Contractor must provide advance notice before entering any of CSC's facilities. The Contractor must provide services, where required, in both official languages.

Note: CSC recognizes that the dispensing of the medication is the responsibility of its healthcare professionals. CSC healthcare professionals take all reasonable necessary steps to verify the accuracy and suitability for the patient or other third party to whom medications are to be dispensed. Their professional bodies and practice standards regulate how they are to administer and dispense medication to patients.

Table A to Annex A: Data elements specified for interfacing with pharmacy software system

Data Field	Type
Batch ID	Text
Patient First name	Text
Patient Last name	Text
IPP Record number (i.e. FPS)	Text
Patient Birthdate	Date
Address line 1	Text
Address line 2	Text
Address city	Text
Address Province	Text
Address postal code	Text
phone number	Text
Institution name	Text
Institution ID	Text
Unit or wing	Text
Room #	Text
Bed #	Text
Physician First name	Text
Physician last name	Text
Physician ID	Text
Physician phone number	Text
Pharmacist (RPH) initials	Text
Prescription number	Text
Total Quantity	Numerical
Destination	Numerical
Remaining refills to dispense	Numerical
Number of days dispense	Numerical
Message (text)	Text
First fill date	Date
Next fill date	Date
Last fill date	Date
Administration date	Date
Administration time	Hour
DIN	Text
Stock #	Text
Patient Instructions	Text
Warning	Text
Pre-packaging	Numerical
Intake Quantity	Numerical

ANNEX B PRICING TABLES

The Bidder must provide all of the pricing requested in the following Tables in accordance with **Article 6.6.1 - Basis of Payment.**

Table 1: Initial Requirement:

Item	Description	Number of Units	Unit of Issue	Firm Unit Price	Extended Price (Number of Units X Firm Unit Price)
1	Autopackagers delivered by 31 March 2019 as detailed in Annex A	2	Each	\$	\$ Number of Units X Firm Unit Price
2	Installation of Autopackagers including equipment/system calibration as detailed in Annex A	2	Each	\$	\$ Number of Units X Firm Unit Price
	Evaluated Price				Sum

Table 2: Optional Requirement:

Item	Description	Option Year One			Extended Price (Number of Units X Firm Unit Price)
		Number of Units for Evaluation Purposes	Unit of Issue	Firm Unit Price	
1	Autopackagers delivered by 31 March 2019 as detailed in Annex A	3	Each	\$	\$ Number of Units X Firm Unit Price
2	Installation of Autopackagers including equipment/system calibration as detailed in Annex A	3	Each	\$	\$ Number of Units X Firm Unit Price
	Evaluated Price				Sum

Table 3: Total Aggregated Bid Price:

Item	Description	Evaluated Price
1	Table 1: Initial Requirement	As per Evaluated Price from Table 1
2	Table 2: Optional Requirement	As per Evaluated Price from Table 2
3	Total Aggregated Bid Price	Sum of Tables 1 and 2

ANNEX C

LIST OF IDENTIFIED USERS

Location	Address
Ontario Region	<p>CSC – Ontario Regional Pharmacy 1455 Bath Road, Kingston, ON K7L 5G9 Regional Pharmacist: Pamela Lindsay 613-547-7719 Pharmacy Direct Number: 613-545-8615</p>
Pacific Region	<p>CSC – Pacific Regional Pharmacy C/O Regional Treatment Centre 33344 King Road, Abbotsford, BC V2S 3X7 Regional Pharmacist: Jason Wong 604-870-7762 Pharmacy Direct Number: 604-870-7763</p>
Prairie Region	<p>CSC - Prairies Regional Pharmacy Correctional Service Canada 3427 Faithful Ave, Saskatoon, SK, S7K 8H6 Regional Pharmacist: Calvin Clements 306-659-9477 Pharmacy Direct Number: 306-975-6339</p>
Quebec Region	<p>Quebec Regional Pharmacy Correctional Service Canada 5492 Boulevard Lévesque Est Laval, Quebec H7C 1N7 Regional Pharmacist: Marie-Eve Binet 450-661-9550 ext 2522 Pharmacy Direct Number: 613-661-9550</p>
Atlantic Region	<p>CSC-Atlantic Regional Pharmacy Mailing address: 1045 Main Street Moncton, New Brunswick E1C 1G3 Pharmacy Location: 859 Main Street Moncton, New Brunswick E1C 1G3 Regional Pharmacist: Charline Cormier: 506-851-4122 Pharmacy Direct Number: 506-851-4122</p>

ANNEX D
SECURITY REQUIREMENTS CHECK LIST



Government
of Canada

Gouvernement
du Canada



NHQ2695

Contract Number / Numéro du contrat 21120-18-2760235
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 CSC	2. Branch or Directorate / Direction générale ou Direction Health Services	
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 Automated Pharmacy Medication Packaging for CSC Regional Pharmacies		
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 <input type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> 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 <input type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> 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 <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> 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 <input type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> Oui PW		
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 <input type="checkbox"/> Yes <input type="checkbox"/> Non <input type="checkbox"/> 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"/> PW	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"/>
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 checked="" type="checkbox"/> PW	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) 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

Canada

NHQ2695



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

21120-18-2760235

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?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité: *KW* ☒ No ☐ Yes
Non Oui

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

Short Title(s) of material / Titre(s) abrégé(s) du matériel:
Document Number / Numéro du document:

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

- | | | | |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET - SIGINT
TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS
ACCÈS AUX EMPLACEMENTS | | | |

Special comments:
Commentaires spéciaux:

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?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☒ No ☐ Yes
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?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? ☐ No ☒ Yes
Non Oui *KW*
11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? ☒ No ☐ Yes
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?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? ☒ No ☐ Yes
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?
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? ☐ No ☒ Yes
Non Oui *KW*
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☐ No ☒ Yes
Non Oui

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Gouvernement
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PART C - (continued) / PARTIE C - (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTRICTÉE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens		✓														
Production																
IT Media / Support TI PW		✓														
IT Link / Lien Electronique		✓														

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).

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PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Henry de Souza		Title - Titre Director General, Clinical Services and Health Signature 2017-11-30	
Telephone No. - N° de téléphone 613-947-1013	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel henry.desouza@cscc-scc.gc.ca	Date November 29, 2017
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Robert Wattie		Title - Titre Contract Security Analyst Digitally signed by Wattie, Robert DN: c=CA, o=GC, ou=CSC-SCC, cn=Wattie, Robert Date: 2018.01.09 12:21:39 -05'00' Adobe Acrobat version: 11.0.21	
Telephone No. - N° de téléphone XXXXXXXXXXXXXXXXXX	Facsimile No. - N° de télécopieur XXXXXXXXXXXXXXXXXX	E-mail address - Adresse courriel XXXXXXXXXXXXXXXXXX	Date 2018/01/09
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes? <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui			
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées) DANIEL MADORE		Title - Titre PROCUREMENT OFFICER Signature Date 1/2/17	
Telephone No. - N° de téléphone 613-944-0037	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel DANIEL.MADORE@CSC-SCC.GC.CA	Date 1/2/17
Andrée Francis Agente à la Sécurité des contrats Contract Security Officer Programme de la Sécurité des contrats Contract Security Program Andree.Francis@tpsgc-pwgsc.gc.ca Téléphone: 613 957-9365		Signature Date 24/01/2018	

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada

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Form 1

COMPLETE LIST OF DIRECTORS

(As per Standard Instructions, Clauses and Conditions Part 2)

Name	Position
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

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Form 2

ELECTRONIC PAYMENT INSTRUMENTS

As indicated in Part 3, clause 3.1.2, the Bidder must identify which electronic payment instruments they are willing to accept for payment of invoices.

The Bidder accepts any of the following Electronic Payment Instrument(s):

- ☐ () VISA Acquisition Card;
- ☐ () MasterCard Acquisition Card;
- ☐ () Direct Deposit (Domestic and International);
- ☐ () Electronic Data Interchange (EDI);
- ☐ () Wire Transfer (International Only)

Form 3

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION

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

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

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

Complete both A and B.

A. Check only one of the following:

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

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

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

OR

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

B. Check only one of the following:

- ☐ B1. The Bidder is not a Joint Venture.

OR

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

Form 4

MANDATORY TECHNICAL EVALUATION CRITERIA

The following requirements are the mandatory technical evaluation criteria which will be evaluated during the Bid Evaluation. In addition the Contractor will be required to meet all of the mandatory technical requirements for the duration of the Contract

Bidders are requested to cross reference the mandatory technical criteria in a concise format by using page, paragraph(s) & sub-paragraphs as applicable to their supporting technical documentation.

ITEM	CRITERIA	REFERENCE TO SUBSTANTIATION IN THE TECHNICAL BID.
1.1	A minimum capacity of 250 containers for all types of medication. Must have the ability for a single drug in more than one container. Note: A diagram of a basic typical set-up must be submitted with the bid.	
1.2	Maximum Machine Dimensions once fully assembled must be: Height: 100" or less, Length: 55" or less, Width: 45" or less	
1.3	Minimal rate of 200 cards per hour in single-dose mode forward stock or pre-pack cards.	
1.4	Minimal rate of 200 cards per hour in single-dose mode for patient-specific cards.	
1.5	Minimal rate of 50 cards per hour in multi-dose mode.	
1.6	Minimal production rate of 6 blister cards simultaneously (in the same batch).	
1.7	Perform single-dose packaging for both: <ul style="list-style-type: none">• Patient-specific medication• Patient non-specific medication (i.e. ward stock or pre-pack cards)	
1.8	Perform multi-pack (compliance) packaging for patient-specific medication	
1.9	Non-patient specific blister cards must have the ability to contain the following clearly defined information: <ul style="list-style-type: none">- Drug name- Drug Strength- Drug Identification Number (DIN)- Lot Number- Expiry Date- Universal Identification Bar Code	

1.10	<p>Patient specific blister cards must include the following additional information: (in the language of choice of the user and of the patient (English or French). Display must be configurable by user:</p> <ul style="list-style-type: none"> - Patient name - Patient institution - Unique patient identifier (i.e. FPS) - Drug Name, and Strength - Doctor Name - Directions for use - Description of Physical Tablet/Capsule Appearance - Expiry Date - Rx number - Fill date - Administration start date 	
1.11	Batch packaging capacity for patient groups and specific times of administration.	
1.12	Maximum allowable weight of automated packaging machine: 3500 lbs.	
1.13	Medication blister cards can be sorted by administration time.	
1.14	Medication blister cards can be sorted by type of medication.	
1.15	Medication blister cards can be sorted by specific patient or group of patients or by institution.	
1.16	Ability to use card technology for blister cards from a variety of vendors (including perforated cards such as Dispill and Suremed) with a minimum of 7 and a maximum of 30 bubble compartments.	
2.1	Identification of bulk medication by bar code scanner.	
2.2	In the event of bar car failure, authorized staff member can perform a manual check (e.g. by entering DIN).	
2.3	Machine has ability to identify medication shortage and quantity required to complete production.	
2.4	Capacity to scan individual blister card for verification of distribution.	
3.1	Automated canister check function.	
3.2	Manual canister check function.	
3.3	System equipped with sound and visual alarms.	
3.4	Screen diagnosis system.	
3.5	Bar code scanner for replenishment of canisters.	

3.6	Restricted and personalized access for software functions.	
3.7	Report on expired medication (upon manually entry of data on expiries).	
3.8	Report of need for replenishment of canisters.	
4.1	Bilingual application software with ability to operate with both English and French pharmacy platforms. Note: There is no requirement for the software to translate narrative text from French to English or vice-versa.	
4.2	To ensure accuracy and clarity for technicians preparing the blister cards, computer view must show a comprehensive summary of the blister card and label to be printed; including but not limited to: <ul style="list-style-type: none"> • Patient Name • Patient Institution • Drug Name, Strength, and Directions • Description of Physical Tablet/Capsule Appearance • Expiry Date • Directions for use • Doctor`s name • Rx Number • Fill date • Administration start date 	
5.1	Software changes must not result in loss of data.	
5.2	All available software updates must be provided without charge to CSC for the duration of the 5-year warranty period.	
6.1	HL7 format. Contractor must clearly define interfacing processes and include specific examples with a list of pharmacy systems that are currently supported.	
6.2	One-way data communication with pharmacy information system.	
6.3	The system must have the capacity to be linked by interface (prescription filling, inventory control) to the existing pharmacy computer software systems* *See Table A for data fields specified for interfacing with the pharmacy software systems	
7.1	In case of pharmacy system failure, capacity to manually enter medication to be packed for each patient.	
7.2	Capacity to print a full or partial report on machine printer.	
7.3	Automated packaging system computer must operate through a secure connection and network server to maintain patient confidentiality during maintenance and diagnostics purposes.	

8.1	Empty Canister	
8.2	Canister Jam	
8.3	Empty Paper or labels	
8.4	Defective universal tray	
8.5	Opened access drawer	
8.6	Excessive Operation Temperature	
9.1	Workstation must have its own uninterruptible power system without charge.	
9.2	Server must have its own uninterruptible power system without charge.	
9.3	System equipped with replenishment module with bar code scanner and electronic scale, both interfaced with the machine's computer system.	

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Form 5

LIST OF PRODUCTS

Product Name	Model/Part Number	Name of Manufacture		