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PART 1 - GENERAL INFORMATION

1. Security Requirement

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 requirement 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.
- (d) the Bidder's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 6 – Resulting Contract Clauses;
- (e) the Bidder must provide the addresses of the proposed sites or premises of work performance and document safeguarding as indicated in Part 3 – Section IV Additional Information.

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.

1.3 For additional information on security requirements, Bidders should refer to the Industrial Security Program (ISP) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

2. Statement of Work

The Work to be performed is detailed under Annex A – Statement of Work 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.



Correctional Service
Canada

Service correctionnel
Canada

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 (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. 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 the province of Quebec.

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: **two (2) 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 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 (216 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.

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

SACC Manual Clause A0220T (2014-06-26), Evaluation of Price - Bid

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.

Note to Bidders: Table Totals will be calculated using the formula that follows the corresponding table in **Annex B – Proposed Basis of Payment**.

Pricing Review

Bidders are advised that a review of the proposed pricing may be required by Canada. Detailed supporting data may be requested by Canada to verify the proposed rates and other charges.

In the event of an error in extension or addition of prices, the unit price will prevail.

2. Basis of Selection

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

One or more contracts may be awarded depending on the tenderer who submitted the lowest price per institution.

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. 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.

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.



1.2 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.

1.3 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 (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](#)" list at the time of contract award.

1.4 Status and Availability of Resources

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

1.5 Language Requirements - Bilingual

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 both official languages of Canada (French and English). The individual(s) proposed must be able to communicate orally and in writing in French and English without any assistance and with minimal errors.

1.6 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. Security Requirement

1.1 The following security requirements (SRCL and related clauses provided by PWGSC ISP) apply to and form part of the Contract.

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER : PWGSC FILE N° 21301-20-3021918

- 1.1.1 The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid *Designated Organization Screening (DOS)*, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
- 1.1.2 The Contractor/Offeror personnel requiring access to **PROTECTED** information, assets or *sensitive work site(s)* must EACH hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.
- 1.1.3 The Contractor/Offeror **MUST NOT** remove any **PROTECTED** information or assets from the identified *work site(s)*, and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
- 1.1.4 Subcontracts, which contain security requirements, are NOT to be awarded without the prior written permission of CISD/PWGSC.
- 1.1.5 The Contractor/Offeror must comply with the provisions of the:
- a) *Security Requirements Check List* and Security Guide (if applicable), attached at Annex C;
 - b) *Industrial Security Manual* (Latest Edition).
- 1.2 Contractor's Sites or Premises Requiring Safeguarding Measures / IT Authorization for Storage or Processing
- 1.2.1 Where safeguarding measures are required in the performance of the Work, the Contractor must diligently maintain up-to-date, the information related to the Contractor's and proposed individuals' sites or premises, for the following addresses:
- (will be completed upon contract award)*
- 1.2.2 The Company Security Officer (CSO) must ensure through the Industrial Security Program (ISP) that the contractor and individuals hold a valid security clearance at the required level of document safeguarding capability.

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

3.2 Supplemental General Conditions

SACC Manual clause 4008 (2008-12-12), Supplemental General Conditions – Personal Information, 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 date of Contract and the duration is of one (1) year.

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 two (2) additional year periods 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 15 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: Manon Paulin
Title: Contracting and Procurement Regional Officer
Correctional Service Canada
Branch/Directorate: Material Resources Division
Telephone: 450-664-6612
E-mail address: Manon.Paulin@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 (*will be completed upon contract award*)

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.

5.3 Contractor's Representative (*will be completed upon contract award*)

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 paid for its costs reasonably and properly incurred in the performance of the Work, in accordance with the Basis of payment in annex B, to a limitation of expenditure of \$_____ (*will be completed upon contract award*). Applicable Taxes are extra.

6.2 Limitation of Price

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____ (*will be completed upon contract award*). 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% committed, or



- b. four 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 Monthly 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.

6.6 Direct Deposit Request

All new suppliers have to sign up for Direct Deposit to receive their payment. All "IFMMS Supplier Record Requests/ Revisions" CSC/ SCC 1400-03 (R-2014-06) form, must be sent to GEN-QUE307FOURNISSEURS@CSC-SCC.GC.CA

7. Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions and Section 10. Billing of Annex A – Statement of Work. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:

The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

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.

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.

9. Applicable Laws

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

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 4008 (2008-12-12), Personal Information;
- (c) the General Conditions 2010B (2018-06-21), Professional Services (Medium Complexity);
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) Annex E, Insurances requirements
- (g) Annex F, Federal Contractors Program for Employment Equity – Certification;
- (h) Annex G, IT Security Requirements Technical Document;
- (i) the Contractor's bid dated _____ (*will be completed upon 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 in Annex E – Insurances requirements. 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 applicability 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 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. 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.

22. 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. Introduction

1.1 Correctional Service Canada (CSC) Health Services is seeking medical laboratory services for several facilities in the Quebec region. The contractor will provide diagnostic tests, laboratory follow-ups, and work with the institutional health care team, which includes, among other things, nurses.

2. Context

2.1 *The Corrections and Conditional Release Act (CCRA)* requires CSC to provide all inmates with essential Health care and, where possible, access to non-essentials mental health care.

2.2 The 800 Series Commissioner's Directives (on Clinical Services, Mental Health Services and Public Health Services) are indispensable reference documents for essential health services.

2.3 The mission of Health Services is to provide offenders with efficient and effective health services that **promote individual responsibility, promote healthy reintegration and contribute to safe communities.**

2.4 Consistent with its transformation agenda, CSC recognizes that health professionals and inmates are jointly accountable for health outcomes. Inmates must take proactive measures to care for and maintain their health, including dental health.

2.5 Health services are provided in institutional ambulatory care centers, regional hospitals, regional treatment centers and regional psychiatric centers. Inmates may be required to go to the community for emergency services, specialized health care services or for hospitalization if CSC regional hospitals are unable to meet these needs. At CSC, various regulated and non-regulated health professionals provide health care

2.6 In general, health care includes medical, dental, mental health and public health services. During their incarceration, inmates are entitled to a range of coordinated health services that are accessible, affordable and responsive to the correctional environment.

3. Goals

Provide medical and diagnostic analysis services.

4. Stains

Provide medical and diagnostic testing services (blood tests, urine, stool and other body fluids or tissues) for the CSC in accordance with the Regulations for the Medical Laboratory Act, Conservation organs, tissues, gametes and embryos and the disposal of corpses. These services include the supply of centrifuge equipment and its maintenance, the transport of analyzes the analysis of biological samples and the sending of reports.

5. Deliverable

5.1 Analysis reports

Analysis reports

The Contractor will provide the test results via fax directly to the Health Services to assure confidentiality of the information. When the Lab test results will be transmitted electronically by the vendor, and this aligned with the CSC IT security standards, CSC will be able to use the electronic access to the results with no additional fees. Access codes will be provided by the



vendors to the sites that receive the service. The test results must always be available by fax as per described in the procedures.

The Contractor must complete and communicate all urgent demands in a delay of 24 hours, at the exception of test that requires a longer period of time such as cultures. All routine test results must be completed and communicated in a delay of 48 hours (working hours).

The health center of the establishment concerned will be informed directly by telephone (in addition to faxing) if the result of analysis which has been requested in "STAT" or when an abnormality alert is discovered (if there is an imminent risk to the health or life of the patient, for example: a risk of toxicity).

If the result is abnormal, it must be clearly indicated on the report. The report must be in French or bilingual.

CSC requests that analysis pools be available for each site to facilitate collection. These groupings may be modified during the course of the contract as required by CSC and in collaboration with the Contractor.

In the event that the analysis must be sent to another laboratory to obtain the result (eg LSPQ or other), the fees must be included in the Basis of Payment in Appendix B. No additional fees will be charged at CSC.

The current approximate volumes of blood tests for these facilities are in the order of:

Analysis	Total annual	Average bi-annual	Average monthly
TOTAL	41 334	20 667	3 445

5.2 Analysis requirement

The following list refers to the minimum required analysis for the contractor to provide its price list upon tender of the bid. The name used is the common name of the analysis.

- ALBUMIN
- ALKALINE PHOSPHATASE
- ALPHA-FETOPROTEIN
- ALT
- AMYLASE
- ANTINUCLEAR AB. (ANA)
- AST
- BILIRUBIN DIRECT
- BILIRUBIN TOTAL
- BIO-AVAILABLE TESTOSTERONE
- CALCIUM
- CARBAMAZEPINE
- CHOLESTEROL
- CK
- CLOZAPINE
- COMPLETE HEMOGRAM



CREATININE
CRP
ELECTROLYTES
FERRITIN
FIT (iFOBT SCREEN)
FREE TESTOSTERONE
FSH
GGT
GLUCOSE SERUM FASTING
GLYCOSYLATED HEMOGLOBIN
LD
LH
LIPASE
LITHIUM
MAGNESIUM
MICROALBUMIN R U
PHOSPHORUS
PROLACTIN
PROSTATE SPECIFIC AG.
PROTEIN
PT + INR
QUANTIFERON TB GOLD
SYPHILIS TP (EIA)
T4 FREE
TESTOSTERONE
TRIGLYCERIDES
TSH
TSH/T4F
TUNA
URATE
UREA
URINALYSIS
URINALYSIS & URINE CULTURE
VALPROATE
HEPATITIS B VIRUS DNA
anti HAV IGG
anti HAV IgM
anti HBe



CD4-8/HIVPCR
HBe Ag
HBs Ag
HEPATITIS ANTI-HCV
HEPATITIS C PCR QUANTITATIVE
HEPATITIS C VIRUS AB RNA
HIV & VDRL
HIV VIRAL LOAD
HIV-1/HIV-2 SCREEN
HLA B27
HEPATITIS C GENOTYPAGE
ANTI HCV

The contractor must also provide the CSC with blood tests to facilitate the management of certain medical conditions and follow-up. For example, the following groupings could be used:

Hepatic check:

ALT - AST - GGT - Total Bilirubin, Alkaline Phosphatase

Cholesterol balance sheet:

Cholesterol - HDL - LDL - Triglyceride, cholesterol ratio

Basic balance sheet:

FSC without sedimentation, alkaline phosphatase, glucose, urea, sodium, potassium, chloride, total bilirubin, creatinine

Liver screening:

HbsAg, anti-HBC, anti-HBS

Hepatitis C Screening:

AST, ALT, qualitative HCV-RNA, HCV genotype, quantitative HCV

5.3 Statistical reports

The contractor will provide bi-annual statistical results on CSC's analysis consumption, such a report on the number of analyzes per type of analysis used. The report will be produced in Excel format and forwarded to the CSC Project Authority.

In addition, and if necessary, similar reports may be requested at the request of the CSC Project Authority and must be in the same Excel format and submitted on an ad hoc basis during the term of the contract.

Example:

- APS = 50
- FSC = 1000
- Urea = 125

6. Places of collection

a) The contractor must collect at the following institutions:



INSTITUTIONS	POINT OF PICKING	DAY OF SERVICE (excluding holidays)	RECOVERY TIME
<p>Regional Reception Center/SHU 246, Montée Gagnon Sainte-Anne-des-Plaines (Quebec) J0N 1H0 Phone: 450-478-5977 ext: 7701 FAX: 450-478-0638 Responsible : Chief of Health Services</p>	<p>Main entrance</p>	<p>Monday to Friday</p>	<p>9:45 a.m.</p>
<p>Archambault Institution (medium) 242, Montée Gagnon Sainte-Anne-des-Plaines (Quebec) J0N 1H0 Phone: 450-478-5960 ext : 8711 FAX: 450-478-6441 Responsible : Chief of Health Services</p>	<p>Porch of the 242 montée Gagnon, Sainte-Anne-des-Plaines (Quebec) J0N 1H0</p>	<p>Monday to Friday</p>	<p>9:30 a.m.</p>
<p>Archambault Institution (minimum) 244, Montée Gagnon Sainte-Anne-des-Plaines (Quebec) J0N 1H0 TEL: 450-478-5933 ext: 8711 FAX: 450-478-3639 Responsible : Chief of Health Services</p>	<p>Reception station of correctional's officers</p>	<p>Monday to Friday</p>	<p>10:30 a.m.</p>
<p>Regional Mental Health Center(RMHC) 242, Montée Gagnon Sainte-Anne-des-Plaines (Quebec) J0N 1H0 TEL: 450-478-5960 ext: 8320 FAX: 450-478-0035 Responsible : Chief of Health Services</p>	<p>Porch at 242 montée Gagnon Sainte-Anne-des-Plaines (Quebec) J0N 1H0</p>	<p>Monday to Friday</p>	<p>9:30 a.m.</p>
<p>Federal Training Center (Site 6099) 6099, Lévesque Blvd Laval (Quebec) H7C 1P1 TEL: 450-661-7786 ext: 4704 FAX: 450-664-6816 Responsible : Chief of Health Services</p>	<p>Main entrance</p>	<p>Monday to Friday</p>	<p>10:00 a.m.</p>
<p>Federal Training Center (Site 600) 600, Montée St-François Laval (Québec) H7C 1S5 TEL: 450-661-9620 ext: 4704 FAX: 450-664-6521 Responsible : Chief of Health Services</p>	<p>Main entrance</p>	<p>Monday to Friday</p>	<p>10:15 a.m.</p>



INSTITUTIONS	POINT OF PICKING	DAY OF SERVICE (excluding holidays)	RECOVERY TIME
<p>Joliette Institution 400, Marsolais St. Joliette (Quebec) J6E 6K6 TEL: 450-752-5257 ext: 3400 FAX: 450-752-2953 Responsible : Chief of Heath Services</p>	<p>At the shipping dock and reception</p>	<p>Monday to Friday</p>	<p>8:45 a.m.</p>
<p>Joliette Institution (Waseskun) 400, Marsolais St. Joliette (Quebec) J6E 6K6 TEL: 450-752-5257 ext: 3400 FAX: 450-752-2953 Responsible : Chief of Heath Services</p>	<p>At the shipping dock and reception</p>	<p>One day by two (2) weeks</p>	<p>1:30 p.m.</p>
<p>Port-Cartier Institution 1, Chemin de l'aéroport Port-Cartier (Quebec) G5B 2W2 TEL: 418-766-7070 ext : 2823 FAX: 418-766-2585 Responsible : Chief of Heath Services</p>	<p>Main entrance</p>	<p>Monday to Friday</p>	<p>11:15 a.m.</p>
<p>Donnacona Institution 1537, Road 138 Donnacona (Quebec) G3M 1C9 TEL: 418-285-2455 ext: 2750 FAX : 418-285-3890 Responsible : Chief of Heath Services</p>	<p>Main entrance</p>	<p>Monday to Friday</p>	<p>11:30 a.m.</p>
<p>Drummondville Institution 2025, Jean-de-Brébeuf Blvd Drummondville (Quebec) J2B 7Z6 TEL : 819-477-5112 ext : 230 FAX : 819-477-5879 Chief of Heath Services</p>	<p>Main entrance</p>	<p>Wednesday</p>	<p>9:30 a.m.</p>
<p>Cowansville Institution 400, Fordyce Av. Cowansville (Quebec) J2K 3N7 TÉL : 450-263-3073 ext : 2820 FAX: 450-263-6967 Responsible : Chief of Heath Services</p>	<p>Reception center</p>	<p>Monday, Thursday and Friday</p>	<p>9:00 a.m.</p>
<p>Établissement La Macaza 321, Chemin de l'Aéroport La Macaza (Québec) J0T 1R0 TÉL: 819-275-2315 poste 7031 FAX: 819-275-2835 Responsible : Chief of Heath Services</p>	<p>Main entrance</p>	<p>Monday to Friday</p>	<p>9:30 a.m.</p>



7. Schedule

The contractor must be available **from Monday to Friday between 8 a.m. to 5 p.m.**

Emergency laboratory services (STAT) may be requested by CSC outside this time slot.

8. Equipment

The selected laboratory must provide facilities with all necessary equipment, at no additional cost, to perform the requested analyzes. The list of equipment and materials that follows is not exhaustive and serves as an example only and does not remove the responsibility of the contractor to provide all the equipment necessary to perform the analyzes.

Example of supplies that must be provided:

- laboratory tubes and / or other containers of samples required,
- transport bags (compliant with the Transportation of Dangerous Goods standards)
- Centrifuges and their maintenance (if necessary to ensure transport times)
- analysis requests

The purchase of needles and sampling barrels will be the responsibility of CSC.

8.1. Reference tool

The Contractor must provide an analytical reference booklet with sampling procedures for each penitentiary served.

A section must specify the blood tests that can be performed on the same tube.

It is mandatory to ensure that the least number of sampling tubes required for the requested analysis is used (refer to the reference book for possible combinations of analyzes on the same tube, for example).

The number and type of tubes to be used will be clearly indicated on the sample requests in order to inform the nursing staff.

9. Sampling

CSC nursing staff will take blood samples and / or other samples.

10. Billing

Billing should be monthly and grouped by patient. In addition, a summary of costs by groupings (see below) must accompany the billing:

Groupings requested:

- Infectious diseases HIV / AIDS;
- Hepatitis A and B;
- Hepatitis C.

11. Language of work

Services delivery must be provided in French or bilingual.



12. Transport

Transportation costs are included in the price of the analysis and at the contractor's expense as well as any other costs related to transportation requirements (fuel surcharge, environmental tax, vehicle fleet update, etc.) during the period of the contract. Transportation service and drivers will be required to comply with the Transportation of Dangerous Goods Act, 1992 and the Transportation of Dangerous Goods Regulations.

The Contractor must provide evidence to CSC, upon request, that the carrier holds a Transportation of Dangerous Goods Training Certificate. (<http://www.tc.gc.ca/media/documents/tmd-fra/advol1fnew.pdf>). The contractor is responsible for issuing a training certificate which must be renewed every three (3) years.

Transport packaging provided by the Contractor must comply with the Transportation of Dangerous Goods Regulations and must be clean and secure. The responsibility for the quality of the bags lies with the contractor. The number of transport bags that must be available at all times for each institution is at least three (3) per institution. There must always be three (3) bags available in an institution to fill before each shipment of specimens. The carrier must return an empty transport bag for each recovery of specimens.

If the supplier's shipping procedure requires more than three (3) bags, it will be his responsibility to provide additional bags, and if necessary to share the shipping procedure.

12.1 Picking specimens

The pick-up will be done at the CSC facility from the location designated by the Chief of Physical Health Services as detailed in # 6.

The shipping document and the transport bag must comply with the Transportation of Dangerous Goods Regulations. (<http://www.tc.gc.ca/eng/tdg/clear-part3-317.htm>).

13. Interface for the transmission of lab test results electronically

In support of the health services mandate, CSC is seeking to receive lab results electronically that will be imported directly into CSC's electronic medical record (EMR). The receipt of these electronic results will replace the existing process of the results that are faxed to the health service unit and scanned into the EMR. The goal is the provision of the electronic results will provide CSC users to manage the lab results in a more efficient and meaningful way allowing for better care of inmates.

13.1 Health care provider registration

The contractor must register CSC health care providers by CSC facility in the contractor's lab information system. CSC health care providers must be uniquely identified in the contractor's lab information system.

13.2 Electronic lab requisition

The contractor must, if proposed as part of the contractor's bid, provide a secure means submit a lab requisition or requisitions electronically by means of a website, online portal or other electronic method. The contractor must allow the CSC user to uniquely identify the lab specimens collected at the facility with the corresponding electronic requisition id using a printed label to be affixed to the sample.



13.3 Electronic lab test results

The contractor must format the lab testing results using the HL7 v2.3 Lab Messaging standard to enable the lab testing results to be imported electronically into CSC's electronic medical record (EMR) (See Annex for details on the messaging standard). The electronic lab test results must be available for retrieval as soon as they are completed. The contractor must provide preliminary/pending and final results, indicating which results are preliminary, final or cancelled as defined by standard lab result reporting practice. Lab tests performed by secondary lab testing providers where the contractor is unable to perform the lab test must be included in the electronic results. The contractor must record the corresponding electronic lab requisition identifier in the HL7 file, if available.

13.4 Electronic result transmission

The contractor must provide the ability for CSC to transfer the HL7 files containing the lab test results to the CSC network using a secure means. The secure means may include use of a web service, a secure FTP site or other secure mechanism. The files must be encrypted during transmission using public-private key cryptography and/or the TLS 1.2 protocol. Refer to CSC IT Security Requirements for details (see Annex A).

The contractor must allow the CSC to automatically poll for results using a frequency determined by CSC. All the results for a facility and associated health care providers must be provided. The contractor must provide the ability for the CSC to acknowledge results as received to prevent the retrieval of the same result in future requests and the ability for the CSC to sign out of the secure transfer interface.

13.5 Results reporting when interface not available

The contractor must fax the lab test results if the mechanism for electronic exchange is unavailable due to technical issues for more than 4 hours or upon request of CSC. The reports available in hard copy form must be provided by the contractor, should fax be unavailable, delivered via courier within 48 hours or at the next Institutional pick-up date available, whatever is earlier.

14. Installation and Acceptance

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 work plan must include:

- Design validation;
- Integration testing;
- User Acceptance Testing.

Final acceptance of the electronic lab results integration will be provided individually by each regional health services within two (2) months of use in production in that region. The lab results must continue to be sent by fax as long as CSC deems necessary.

15. Antibigram reports

CSC is seeking Antibigram reports to be provided to CSC institutions being serviced on a regular basis to contribute to CSC's antibiotic stewardship program. The expectation is that the reports represent a region which are for the communities that include a CSC institution or institutions and that the time period of the report is frequent enough to provides viable, clinically relevant results but not to exceed a calendar year unless noted in the report.



If able to provide, the contractor is to describe their Antibigram report(s), how these reports pertain to the institutions associated to the bid and how these reports can be made available to CSC.



ANNEX B – Proposed Basis of Payment

NOTES:

- 1) One (1) or more contracts may be awarded depending on the tenderer who submitted the global lowest price per institution;
- 2) For the purpose of bid analysis, the quantities found in the following tables are one (1) per analysis, based on a turnover of approximately \$ 250,000 per year, for all institutions combined.

1.0 Contract Period

The Contractor will be paid in accordance with the following Basis of Payment for Work performed pursuant to this Contract.

For the provision of services as described in Annex A - Statement of Work, the Contractor will be paid the **all inclusive firm rates** below in the performance of this Contract, Applicable Taxes extra.

2.0 Options to Extend the Contract Period:

Subject to the exercise of the option to extend the Contract period in accordance with Article 4. Term of contract of the original contract, Options to Extend Contract, the Contractor will be paid the firm all inclusive Per Diem rate(s), in accordance with the following table, Applicable Taxes extra, to complete all Work and services required to be performed in relation to the Contract extension.

The Contractor must advise the Project Authority when 75% of the Contract's financial limitation is reached. This financial information can also be requested by the project Authority on an as-requested basis.

3.0 Applicable Taxes

All prices and amounts of money in the contract are exclusive of Applicable Taxes, unless otherwise indicated. Applicable Taxes are extra to the price herein and will be paid by Canada.



Port-Cartier Institution Analysis	Quantity	FIRM PERIOD 12 months		Option 1 12 months		Option 2 12 months		Total Cost
		Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	
EXEMPLE – PSA	1	2,50 \$	2,50 \$	2,65 \$	2,65 \$	2,75 \$	2,75 \$	7,90 \$
ALBUMIN	1							
ALKALINE PHOSPHATASE	1							
ALPHA-FETOPROTEIN	1							
ALT	1							
AMYLASE	1							
ANTINUCLEAR AB. (ANA)	1							
AST	1							
BILIRUBIN DIRECT	1							
BILIRUBIN TOTAL	1							
BIO-AVAILABLE TESTOSTERONE	1							
CALCIUM	1							



Port-Cartier Institution Analysis	Quantity	FIRM PERIOD 12 months		Option 1 12 months		Option 2 12 months		Total Cost
		Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	
CARBAMAZEPINE	1							
CHOLESTEROL	1							
CK	1							
CLOZAPINE	1							
COMPLETE HEMOGRAM	1							
CREATININE	1							
CRP	1							
ELECTROLYTES	1							
FERRITIN	1							
FIT (iFOBT SCREEN)	1							
FREE TESTOSTERONE	1							
FSH	1							



Port-Cartier Institution Analysis	Quantity	FIRM PERIOD 12 months		Option 1 12 months		Option 2 12 months		Total Cost
		Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	
GGT	1							
GLUCOSE SERUM FASTING	1							
GLYCOSYLATED HEMOGLOBIN	1							
LD	1							
LH	1							
LIPASE	1							
LITHIUM	1							
MAGNESIUM	1							
MICROALBUMIN R U	1							
PHOSPHORUS	1							
PROLACTIN	1							
PROSTATE SPECIFIC AG.	1							



Port-Cartier Institution Analysis	Quantity	FIRM PERIOD 12 months		Option 1 12 months		Option 2 12 months		Total Cost
		Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	
PROTEIN	1							
PT + INR	1							
QUANTIFERON TB GOLD	1							
SYPHILIS TP (EIA)	1							
T4 FREE	1							
TESTOSTERONE	1							
TRIGLYCERIDES	1							
TSH	1							
TSH/T4F	1							
URATE	1							
UREA	1							
URINALYSIS	1							



Port-Cartier Institution Analysis	Quantity	FIRM PERIOD 12 months		Option 1 12 months		Option 2 12 months		Total Cost
		Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	
URINALYSIS & URINE CULTURE	1							
VALPROATE	1							
HEPATITIS B VIRUS DNA	1							
anti HAV IGG	1							
anti HAV IgM	1							
anti Hbe	1							
CD4-8/HIVPCR	1							
HBe Ag	1							
HBs Ag	1							
HEPATITIS ANTI-HCV	1							
HEPATITIS C PCR QUANTITATIVE	1							
HEPATITIS C VIRUS AB RNA	1							



Port-Cartier Institution Analysis	Quantity	FIRM PERIOD 12 months		Option 1 12 months		Option 2 12 months		Total Cost
		Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	
HIV & VDRL	1							
HIV VIRAL LOAD	1							
HIV-1/HIV-2 SCREEN	1							
HLA B27	1							
HEPATITIS C GENOTYPAGE	1							
ANTI HCV	1							
TOTAL COST per year of contract								
TOTAL COST for tender								



La Macaza Institution Analysis	Quantity	FIRM PERIOD 12 months		Option 1 12 months		Option 2 12 months		Total Cost
		Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	
EXEMPLE – PSA	1	2,50 \$	2,50 \$	2,65 \$	2,65 \$	2,75 \$	2,75 \$	7,90 \$
ALBUMIN	1							
ALKALINE PHOSPHATASE	1							
ALPHA-FETOPROTEIN	1							
ALT	1							
AMYLASE	1							
ANTINUCLEAR AB. (ANA)	1							
AST	1							
BILIRUBIN DIRECT	1							
BILIRUBIN TOTAL	1							
BIO-AVAILABLE TESTOSTERONE	1							
CALCIUM	1							



La Macaza Institution Analysis	Quantity	FIRM PERIOD 12 months		Option 1 12 months		Option 2 12 months		Total Cost
		Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	
CARBAMAZEPINE	1							
CHOLESTEROL	1							
CK	1							
CLOZAPINE	1							
COMPLETE HEMOGRAM	1							
CREATININE	1							
CRP	1							
ELECTROLYTES	1							
FERRITIN	1							
FIT (iFOBT SCREEN)	1							
FREE TESTOSTERONE	1							
FSH	1							



La Macaza Institution Analysis	Quantity	FIRM PERIOD 12 months		Option 1 12 months		Option 2 12 months		Total Cost
		Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	
GGT	1							
GLUCOSE SERUM FASTING	1							
GLYCOSYLATED HEMOGLOBIN	1							
LD	1							
LH	1							
LIPASE	1							
LITHIUM	1							
MAGNESIUM	1							
MICROALBUMIN R U	1							
PHOSPHORUS	1							
PROLACTIN	1							
PROSTATE SPECIFIC AG.	1							



La Macaza Institution Analysis	Quantity	FIRM PERIOD 12 months		Option 1 12 months		Option 2 12 months		Total Cost
		Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	
PROTEIN	1							
PT + INR	1							
QUANTIFERON TB GOLD	1							
SYPHILIS TP (EIA)	1							
T4 FREE	1							
TESTOSTERONE	1							
TRIGLYCERIDES	1							
TSH	1							
TSH/T4F	1							
URATE	1							
UREA	1							
URINALYSIS	1							



La Macaza Institution Analysis	Quantity	FIRM PERIOD 12 months		Option 1 12 months		Option 2 12 months		Total Cost
		Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	
URINALYSIS & URINE CULTURE	1							
VALPROATE	1							
HEPATITIS B VIRUS DNA	1							
anti HAV IGG	1							
anti HAV IgM	1							
anti Hbe	1							
CD4-8/HIVPCR	1							
HBe Ag	1							
HBs Ag	1							
HEPATITIS ANTI-HCV	1							
HEPATITIS C PCR QUANTITATIVE	1							
HEPATITIS C VIRUS AB RNA	1							



La Macaza Institution Analysis	Quantity	FIRM PERIOD 12 months		Option 1 12 months		Option 2 12 months		Total Cost
		Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	
HIV & VDRL	1							
HIV VIRAL LOAD	1							
HIV-1/HIV-2 SCREEN	1							
HLA B27	1							
HEPATITIS C GENOTYPAGE	1							
ANTI HCV	1							
TOTAL COST per year of contract								
TOTAL COST for tender								



Cowansville Institution Analysis	Quantity	FIRM PERIOD 12 months		Option 1 12 months		Option 2 12 months		Total Cost
		Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	
EXEMPLE – PSA	1	2,50 \$	2,50 \$	2,65 \$	2,65 \$	2,75 \$	2,75 \$	7,90 \$
ALBUMIN	1							
ALKALINE PHOSPHATASE	1							
ALPHA-FETOPROTEIN	1							
ALT	1							
AMYLASE	1							
ANTINUCLEAR AB. (ANA)	1							
AST	1							
BILIRUBIN DIRECT	1							
BILIRUBIN TOTAL	1							
BIO-AVAILABLE TESTOSTERONE	1							
CALCIUM	1							



Cowansville Institution Analysis	Quantity	FIRM PERIOD 12 months		Option 1 12 months		Option 2 12 months		Total Cost
		Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	
CARBAMAZEPINE	1							
CHOLESTEROL	1							
CK	1							
CLOZAPINE	1							
COMPLETE HEMOGRAM	1							
CREATININE	1							
CRP	1							
ELECTROLYTES	1							
FERRITIN	1							
FIT (iFOBT SCREEN)	1							
FREE TESTOSTERONE	1							
FSH	1							



Cowansville Institution Analysis	Quantity	FIRM PERIOD 12 months		Option 1 12 months		Option 2 12 months		Total Cost
		Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	
GGT	1							
GLUCOSE SERUM FASTING	1							
GLYCOSYLATED HEMOGLOBIN	1							
LD	1							
LH	1							
LIPASE	1							
LITHIUM	1							
MAGNESIUM	1							
MICROALBUMIN R U	1							
PHOSPHORUS	1							
PROLACTIN	1							
PROSTATE SPECIFIC AG.	1							



Cowansville Institution Analysis	Quantity	FIRM PERIOD 12 months		Option 1 12 months		Option 2 12 months		Total Cost
		Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	
PROTEIN	1							
PT + INR	1							
QUANTIFERON TB GOLD	1							
SYPHILIS TP (EIA)	1							
T4 FREE	1							
TESTOSTERONE	1							
TRIGLYCERIDES	1							
TSH	1							
TSH/T4F	1							
URATE	1							
UREA	1							
URINALYSIS	1							



Cowansville Institution Analysis	Quantity	FIRM PERIOD 12 months		Option 1 12 months		Option 2 12 months		Total Cost
		Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	
URINALYSIS & URINE CULTURE	1							
VALPROATE	1							
HEPATITIS B VIRUS DNA	1							
anti HAV IGG	1							
anti HAV IgM	1							
anti Hbe	1							
CD4-8/HIVPCR	1							
HBe Ag	1							
HBs Ag	1							
HEPATITIS ANTI-HCV	1							
HEPATITIS C PCR QUANTITATIVE	1							
HEPATITIS C VIRUS AB RNA	1							



Cowansville Institution Analysis	Quantity	FIRM PERIOD 12 months		Option 1 12 months		Option 2 12 months		Total Cost
		Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	
HIV & VDRL	1							
HIV VIRAL LOAD	1							
HIV-1/HIV-2 SCREEN	1							
HLA B27	1							
HEPATITIS C GENOTYPAGE	1							
ANTI HCV	1							
TOTAL COST per year of contract								
TOTAL COST for tender								



Drummond Institution Analysis	Quantity	FIRM PERIOD 12 months		Option 1 12 months		Option 2 12 months		Total Cost
		Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	
EXEMPLE – PSA	1	2,50 \$	2,50 \$	2,65 \$	2,65 \$	2,75 \$	2,75 \$	7,90 \$
ALBUMIN	1							
ALKALINE PHOSPHATASE	1							
ALPHA-FETOPROTEIN	1							
ALT	1							
AMYLASE	1							
ANTINUCLEAR AB. (ANA)	1							
AST	1							
BILIRUBIN DIRECT	1							
BILIRUBIN TOTAL	1							
BIO-AVAILABLE TESTOSTERONE	1							
CALCIUM	1							



Drummond Institution Analysis	Quantity	FIRM PERIOD 12 months		Option 1 12 months		Option 2 12 months		Total Cost
		Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	
CARBAMAZEPINE	1							
CHOLESTEROL	1							
CK	1							
CLOZAPINE	1							
COMPLETE HEMOGRAM	1							
CREATININE	1							
CRP	1							
ELECTROLYTES	1							
FERRITIN	1							
FIT (iFOBT SCREEN)	1							
FREE TESTOSTERONE	1							
FSH	1							



Drummond Institution Analysis	Quantity	FIRM PERIOD 12 months		Option 1 12 months		Option 2 12 months		Total Cost
		Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	
GGT	1							
GLUCOSE SERUM FASTING	1							
GLYCOSYLATED HEMOGLOBIN	1							
LD	1							
LH	1							
LIPASE	1							
LITHIUM	1							
MAGNESIUM	1							
MICROALBUMIN R U	1							
PHOSPHORUS	1							
PROLACTIN	1							
PROSTATE SPECIFIC AG.	1							



Drummond Institution Analysis	Quantity	FIRM PERIOD 12 months		Option 1 12 months		Option 2 12 months		Total Cost
		Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	
PROTEIN	1							
PT + INR	1							
QUANTIFERON TB GOLD	1							
SYPHILIS TP (EIA)	1							
T4 FREE	1							
TESTOSTERONE	1							
TRIGLYCERIDES	1							
TSH	1							
TSH/T4F	1							
URATE	1							
UREA	1							
URINALYSIS	1							



Drummond Institution Analysis	Quantity	FIRM PERIOD 12 months		Option 1 12 months		Option 2 12 months		Total Cost
		Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	
URINALYSIS & URINE CULTURE	1							
VALPROATE	1							
HEPATITIS B VIRUS DNA	1							
anti HAV IGG	1							
anti HAV IgM	1							
anti Hbe	1							
CD4-8/HIVPCR	1							
HBe Ag	1							
HBs Ag	1							
HEPATITIS ANTI-HCV	1							
HEPATITIS C PCR QUANTITATIVE	1							
HEPATITIS C VIRUS AB RNA	1							



Drummond Institution Analysis	Quantity	FIRM PERIOD 12 months		Option 1 12 months		Option 2 12 months		Total Cost
		Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	
HIV & VDRL	1							
HIV VIRAL LOAD	1							
HIV-1/HIV-2 SCREEN	1							
HLA B27	1							
HEPATITIS C GENOTYPAGE	1							
ANTI HCV	1							
TOTAL COST per year of contract								
TOTAL COST for tender								



REGIONAL RECEPTION CENTER/SHU Analysis	Quantity	FIRM PERIOD 12 months		Option 1 12 months		Option 2 12 months		Total Cost
		Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	
EXEMPLE – PSA	1	2,50 \$	2,50 \$	2,65 \$	2,65 \$	2,75 \$	2,75 \$	7,90 \$
ALBUMIN	1							
ALKALINE PHOSPHATASE	1							
ALPHA-FETOPROTEIN	1							
ALT	1							
AMYLASE	1							
ANTINUCLEAR AB. (ANA)	1							
AST	1							
BILIRUBIN DIRECT	1							
BILIRUBIN TOTAL	1							
BIO-AVAILABLE TESTOSTERONE	1							
CALCIUM	1							



REGIONAL RECEPTION CENTER/SHU Analysis	Quantity	FIRM PERIOD 12 months		Option 1 12 months		Option 2 12 months		Total Cost
		Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	
CARBAMAZEPINE	1							
CHOLESTEROL	1							
CK	1							
CLOZAPINE	1							
COMPLETE HEMOGRAM	1							
CREATININE	1							
CRP	1							
ELECTROLYTES	1							
FERRITIN	1							
FIT (iFOBT SCREEN)	1							
FREE TESTOSTERONE	1							
FSH	1							



REGIONAL RECEPTION CENTER/SHU Analysis	Quantity	FIRM PERIOD 12 months		Option 1 12 months		Option 2 12 months		Total Cost
		Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	
GGT	1							
GLUCOSE SERUM FASTING	1							
GLYCOSYLATED HEMOGLOBIN	1							
LD	1							
LH	1							
LIPASE	1							
LITHIUM	1							
MAGNESIUM	1							
MICROALBUMIN R U	1							
PHOSPHORUS	1							
PROLACTIN	1							
PROSTATE SPECIFIC AG.	1							



REGIONAL RECEPTION CENTER/SHU Analysis	Quantity	FIRM PERIOD 12 months		Option 1 12 months		Option 2 12 months		Total Cost
		Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	
PROTEIN	1							
PT + INR	1							
QUANTIFERON TB GOLD	1							
SYPHILIS TP (EIA)	1							
T4 FREE	1							
TESTOSTERONE	1							
TRIGLYCERIDES	1							
TSH	1							
TSH/T4F	1							
URATE	1							
UREA	1							
URINALYSIS	1							



REGIONAL RECEPTION CENTER/SHU Analysis	Quantity	FIRM PERIOD 12 months		Option 1 12 months		Option 2 12 months		Total Cost
		Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	
URINALYSIS & URINE CULTURE	1							
VALPROATE	1							
HEPATITIS B VIRUS DNA	1							
anti HAV IGG	1							
anti HAV IgM	1							
anti Hbe	1							
CD4-8/HIVPCR	1							
HBe Ag	1							
HBs Ag	1							
HEPATITIS ANTI-HCV	1							
HEPATITIS C PCR QUANTITATIVE	1							
HEPATITIS C VIRUS AB RNA	1							



REGIONAL RECEPTION CENTER/SHU Analysis	Quantity	FIRM PERIOD 12 months		Option 1 12 months		Option 2 12 months		Total Cost
		Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	
HIV & VDRL	1							
HIV VIRAL LOAD	1							
HIV-1/HIV-2 SCREEN	1							
HLA B27	1							
HEPATITIS C GENOTYPAGE	1							
ANTI HCV	1							
TOTAL COST per year of contract								
TOTAL COST for tender								



Joliette Institution Analysis	Quantity	FIRM PERIOD 12 months		Option 1 12 months		Option 2 12 months		Total Cost
		Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	
EXEMPLE – PSA	1	2,50 \$	2,50 \$	2,65 \$	2,65 \$	2,75 \$	2,75 \$	7,90 \$
ALBUMIN	1							
ALKALINE PHOSPHATASE	1							
ALPHA-FETOPROTEIN	1							
ALT	1							
AMYLASE	1							
ANTINUCLEAR AB. (ANA)	1							
AST	1							
BILIRUBIN DIRECT	1							
BILIRUBIN TOTAL	1							
BIO-AVAILABLE TESTOSTERONE	1							
CALCIUM	1							



Joliette Institution Analysis	Quantity	FIRM PERIOD 12 months		Option 1 12 months		Option 2 12 months		Total Cost
		Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	
CARBAMAZEPINE	1							
CHOLESTEROL	1							
CK	1							
CLOZAPINE	1							
COMPLETE HEMOGRAM	1							
CREATININE	1							
CRP	1							
ELECTROLYTES	1							
FERRITIN	1							
FIT (iFOBT SCREEN)	1							
FREE TESTOSTERONE	1							
FSH	1							



Joliette Institution Analysis	Quantity	FIRM PERIOD 12 months		Option 1 12 months		Option 2 12 months		Total Cost
		Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	
GGT	1							
GLUCOSE SERUM FASTING	1							
GLYCOSYLATED HEMOGLOBIN	1							
LD	1							
LH	1							
LIPASE	1							
LITHIUM	1							
MAGNESIUM	1							
MICROALBUMIN R U	1							
PHOSPHORUS	1							
PROLACTIN	1							
PROSTATE SPECIFIC AG.	1							



Joliette Institution Analysis	Quantity	FIRM PERIOD 12 months		Option 1 12 months		Option 2 12 months		Total Cost
		Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	
PROTEIN	1							
PT + INR	1							
QUANTIFERON TB GOLD	1							
SYPHILIS TP (EIA)	1							
T4 FREE	1							
TESTOSTERONE	1							
TRIGLYCERIDES	1							
TSH	1							
TSH/T4F	1							
URATE	1							
UREA	1							
URINALYSIS	1							



Joliette Institution Analysis	Quantity	FIRM PERIOD 12 months		Option 1 12 months		Option 2 12 months		Total Cost
		Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	
URINALYSIS & URINE CULTURE	1							
VALPROATE	1							
HEPATITIS B VIRUS DNA	1							
anti HAV IGG	1							
anti HAV IgM	1							
anti Hbe	1							
CD4-8/HIVPCR	1							
HBe Ag	1							
HBs Ag	1							
HEPATITIS ANTI-HCV	1							
HEPATITIS C PCR QUANTITATIVE	1							
HEPATITIS C VIRUS AB RNA	1							



Joliette Institution Analysis	Quantity	FIRM PERIOD 12 months		Option 1 12 months		Option 2 12 months		Total Cost
		Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	
HIV & VDRL	1							
HIV VIRAL LOAD	1							
HIV-1/HIV-2 SCREEN	1							
HLA B27	1							
HEPATITIS C GENOTYPAGE	1							
ANTI HCV	1							
TOTAL COST per year of contract								
TOTAL COST for tender								



Donnacona Institution Analysis	Quantity	FIRM PERIOD 12 months		Option 1 12 months		Option 2 12 months		Total Cost
		Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	
EXEMPLE – PSA	1	2,50 \$	2,50 \$	2,65 \$	2,65 \$	2,75 \$	2,75 \$	7,90 \$
ALBUMIN	1							
ALKALINE PHOSPHATASE	1							
ALPHA-FETOPROTEIN	1							
ALT	1							
AMYLASE	1							
ANTINUCLEAR AB. (ANA)	1							
AST	1							
BILIRUBIN DIRECT	1							
BILIRUBIN TOTAL	1							
BIO-AVAILABLE TESTOSTERONE	1							
CALCIUM	1							



Donnacona Institution Analysis	Quantity	FIRM PERIOD 12 months		Option 1 12 months		Option 2 12 months		Total Cost
		Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	
CARBAMAZEPINE	1							
CHOLESTEROL	1							
CK	1							
CLOZAPINE	1							
COMPLETE HEMOGRAM	1							
CREATININE	1							
CRP	1							
ELECTROLYTES	1							
FERRITIN	1							
FIT (iFOBT SCREEN)	1							
FREE TESTOSTERONE	1							
FSH	1							



Donnacona Institution Analysis	Quantity	FIRM PERIOD 12 months		Option 1 12 months		Option 2 12 months		Total Cost
		Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	
GGT	1							
GLUCOSE SERUM FASTING	1							
GLYCOSYLATED HEMOGLOBIN	1							
LD	1							
LH	1							
LIPASE	1							
LITHIUM	1							
MAGNESIUM	1							
MICROALBUMIN R U	1							
PHOSPHORUS	1							
PROLACTIN	1							
PROSTATE SPECIFIC AG.	1							



Donnacona Institution Analysis	Quantity	FIRM PERIOD 12 months		Option 1 12 months		Option 2 12 months		Total Cost
		Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	
PROTEIN	1							
PT + INR	1							
QUANTIFERON TB GOLD	1							
SYPHILIS TP (EIA)	1							
T4 FREE	1							
TESTOSTERONE	1							
TRIGLYCERIDES	1							
TSH	1							
TSH/T4F	1							
URATE	1							
UREA	1							
URINALYSIS	1							



Donnacona Institution Analysis	Quantity	FIRM PERIOD 12 months		Option 1 12 months		Option 2 12 months		Total Cost
		Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	
URINALYSIS & URINE CULTURE	1							
VALPROATE	1							
HEPATITIS B VIRUS DNA	1							
anti HAV IGG	1							
anti HAV IgM	1							
anti Hbe	1							
CD4-8/HIVPCR	1							
HBe Ag	1							
HBs Ag	1							
HEPATITIS ANTI-HCV	1							
HEPATITIS C PCR QUANTITATIVE	1							
HEPATITIS C VIRUS AB RNA	1							



Donnacona Institution Analysis	Quantity	FIRM PERIOD 12 months		Option 1 12 months		Option 2 12 months		Total Cost
		Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	
HIV & VDRL	1							
HIV VIRAL LOAD	1							
HIV-1/HIV-2 SCREEN	1							
HLA B27	1							
HEPATITIS C GENOTYPAGE	1							
ANTI HCV	1							
TOTAL COST per year of contract								
TOTAL COST for tender								



Federal Training Center (FTC) Analysis	Quantity	FIRM PERIOD 12 months		Option 1 12 months		Option 2 12 months		Total Cost
		Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	
EXEMPLE – PSA	1	2,50 \$	2,50 \$	2,65 \$	2,65 \$	2,75 \$	2,75 \$	7,90 \$
ALBUMIN	1							
ALKALINE PHOSPHATASE	1							
ALPHA-FETOPROTEIN	1							
ALT	1							
AMYLASE	1							
ANTINUCLEAR AB. (ANA)	1							
AST	1							
BILIRUBIN DIRECT	1							
BILIRUBIN TOTAL	1							
BIO-AVAILABLE TESTOSTERONE	1							
CALCIUM	1							



Federal Training Center (FTC) Analysis	Quantity	FIRM PERIOD 12 months		Option 1 12 months		Option 2 12 months		Total Cost
		Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	
CARBAMAZEPINE	1							
CHOLESTEROL	1							
CK	1							
CLOZAPINE	1							
COMPLETE HEMOGRAM	1							
CREATININE	1							
CRP	1							
ELECTROLYTES	1							
FERRITIN	1							
FIT (iFOBT SCREEN)	1							
FREE TESTOSTERONE	1							
FSH	1							



Federal Training Center (FTC) Analysis	Quantity	FIRM PERIOD 12 months		Option 1 12 months		Option 2 12 months		Total Cost
		Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	
GGT	1							
GLUCOSE SERUM FASTING	1							
GLYCOSYLATED HEMOGLOBIN	1							
LD	1							
LH	1							
LIPASE	1							
LITHIUM	1							
MAGNESIUM	1							
MICROALBUMIN R U	1							
PHOSPHORUS	1							
PROLACTIN	1							
PROSTATE SPECIFIC AG.	1							



Federal Training Center (FTC) Analysis	Quantity	FIRM PERIOD 12 months		Option 1 12 months		Option 2 12 months		Total Cost
		Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	
PROTEIN	1							
PT + INR	1							
QUANTIFERON TB GOLD	1							
SYPHILIS TP (EIA)	1							
T4 FREE	1							
TESTOSTERONE	1							
TRIGLYCERIDES	1							
TSH	1							
TSH/T4F	1							
URATE	1							
UREA	1							
URINALYSIS	1							



Federal Training Center (FTC) Analysis	Quantity	FIRM PERIOD 12 months		Option 1 12 months		Option 2 12 months		Total Cost
		Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	
URINALYSIS & URINE CULTURE	1							
VALPROATE	1							
HEPATITIS B VIRUS DNA	1							
anti HAV IGG	1							
anti HAV IgM	1							
anti Hbe	1							
CD4-8/HIVPCR	1							
HBe Ag	1							
HBs Ag	1							
HEPATITIS ANTI-HCV	1							
HEPATITIS C PCR QUANTITATIVE	1							
HEPATITIS C VIRUS AB RNA	1							



Federal Training Center (FTC) Analysis	Quantity	FIRM PERIOD 12 months		Option 1 12 months		Option 2 12 months		Total Cost
		Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	Unit cost per analysis	
HIV & VDRL	1							
HIV VIRAL LOAD	1							
HIV-1/HIV-2 SCREEN	1							
HLA B27	1							
HEPATITIS C GENOTYPAGE	1							
ANTI HCV	1							
TOTAL COST per year of contract								
TOTAL COST for TENDER								

Annex C – Security Requirement Check List



Contract Number / Numéro du contrat 21301-19-302A18
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	Service correctionnel du Canada	2. Branch or Directorate / Direction générale ou Direction Services de Santé
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 Les Services de santé du Service correctionnel du Canada (SCC) demandent des services de laboratoire médical pour plusieurs établissements dans la région du Québec. L'entrepreneur fournira des épreuves diagnostiques, des suivis de laboratoire et collaborera avec l'équipe des soins de santé des établissements, laquelle comprend, entre autres, le personnel infirmier.		
5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) / (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / 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



HSEx-QUE3114



Contract Number / Numéro du contrat 21301-19-3021918
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 : No / Non Yes / 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?
Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document : No / Non Yes / Oui

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?
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté?
 No / Non Yes / 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 / Non Yes / Oui

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 / Non Yes / 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 / Non Yes / 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 / Non Yes / Oui

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 / Non Yes / Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité



Contract Number / Numéro du contrat 21301-19-3021918
Security Classification / Classification de sécurité

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO					COMSEC						
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COMSEC TOP SECRET COMSEC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET TRÈS SECRET		
											A	B	C					
N/A																		
Information / Assets Renseignements / Biens Production																		
IT Media / Support TI																		
IT Link / Lien électronique																		

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

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

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

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



Government of Canada
Gouvernement du Canada

HSEX-QUE3114

Contract Number / Numéro du contrat 21301-19-302 A18
Security Classification / Classification de sécurité SANS CLASSIFICATION

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées) Nancy Massicotte	Title - Titre DRSS int.	Signature <i>Nancy Massicotte</i>
Telephone No. - N° de téléphone (450) 972-7629	Facsimile No. - N° de télécopieur 460 972-7762	E-mail address - Adresse courriel nancy.massicotte@csc-scc.gc.ca
		Date 18/09/24

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées) Robert Wattie - Contract	Title - Titre Security Analyst	Signature <i>Robert Wattie</i>	Digitally signed by Wattie, Robert DN: c=CA, o=GC, ou=CSC-SCC, cn=Wattie, Robert Date: 2018.09.27 11:57:29 -0400 Adobe Acrobat version: 2017.011.30099
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date 2018-09-27

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?

No / Non Yes / Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées) MAYON PAULIN	Title - Titre ARAC	Signature <i>M. Paulin</i>
Telephone No. - N° de téléphone 450-664-6612	Facsimile No. - N° de télécopieur 450-664-6626	E-mail address - Adresse courriel MAYON.PAULIN@csc-scc.gc.ca
		Date 2018-09-26

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées) Paul Lepinski Agent à la Sécurité des contrats Contract Security Officer Programme de la Sécurité des contrats Contract Security Program	Title - Titre	Signature Paul Lepinski	Digitally signed by Paul Lepinski Date: 2018.10.17 14:47:30
		E-mail address - Adresse courriel	Date -04'00'



Annex D Evaluation Criteria

1.0 Technical Evaluation:

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.



MANDATORY TECHNICAL CRITERIA – Medicinal Laboratory Services

N°	Mandatory criterias	Bidder Description (include a reference to the bid)	Satisfying (yes/no)
M1	Hold a valid operating license from the Ministry of Health and Social Services (MSSS) issued by Quebec Public Health Laboratory (LSPQ). - Provide proof		
M2	Hold the appropriate licenses and provide a copy at each renewal: - Medical biology - Biochemistry; - Provide proof - Medical biology - Hematology; - Provide proof - Medical biology - Microbiology. - Provide proof		
	TRANSPORT OF SAMPLES		
M3	Certification valid for the road transport of dangerous goods (L.R.O. 1990 chapter D.1) granted by the Quebec Ministry of Transport. - Provide proof		
M4	Transport packaging compliant with CGSB-43.125 (Canadian General Standards Board) and the Transportation of Dangerous Goods Regulations (TDGR Section 1.42, Section 5.16.1). - Provide proof		



ANNEX E – INSURANCES REQUIREMENTS

Commercial General Liability Insurance

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.
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 Public Works and Government Services 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 Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
 - 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.
 - m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
 - n. Litigation Rights: 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*

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.

Medical Malpractice Liability Insurance

1. The Contractor must obtain Medical Malpractice 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 \$1,000,000 per loss and in the annual aggregate, inclusive of the defence costs.
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. 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.
4. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.



ANNEX F - 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)



ANNEX G - IT Security Requirements Technical Document

Contract # :	21301-19-3021918
Date :	2018-09-27

IT Security Requirements

The IT Security Requirements are derived from the [Operational Security Standard: Management of Information Technology Security \(MITS\)](#).

The requirements below apply to the above-noted contract and all contractors and external partners therein who access information of PROTECTED level sensitivity and use **PROTECTED IT Equipment** (refer to Appendix A: Definitions).

1. Any suspected loss or theft of PROTECTED IT Equipment containing PROTECTED information must be reported by the Contractor to the Project Authority immediately.
2. All PROTECTED IT Equipment must be located in a space that meets the requirements of an Operations Zone as defined in the [Operational Security Standard on Physical Security](#) and [G1-026 Guide to the Application of Physical Security Zones](#).
3. All PROTECTED information in the Contractor's custody stored, processed and/or shared electronically must be encrypted using a product that meets Government of Canada (GC) encryption standards as defined in [Cryptographic Algorithms for UNCLASSIFIED, PROTECTED A, and PROTECTED B Information](#) and protected by a strong password (minimum 8 characters, uppercase letters, lowercase letters and numbers).
4. All PROTECTED information in the Contractor's custody must be stored in Canada only. Storage of all Government of Canada (GC) information outside Canada is prohibited. Only Canadian-based cloud storage services that are specifically-authorized by CSC may be used to store PROTECTED information; all other cloud services are prohibited.
5. Current antivirus software must be installed and enabled with the most current virus definitions, updates and maintained on all PROTECTED IT Equipment on which it is possible to install antivirus software.
6. The Operating System (OS) and applications used on PROTECTED IT Equipment must be vendor-supported, i.e. current security patches must be available and the product must not have reached end of life, and the latest security patches must be installed.
7. Each authorized user who accesses PROTECTED IT Equipment must use their own unique account with user-level privileges and protect it using a strong password. Computer accounts must not be shared. Computer accounts with Administrator-level privileges must be used for system administration tasks only and must not be used for general user tasks, e.g. surfing the Internet, checking email, accessing OMS.
8. Security event logging must be enabled and logs kept for a minimum of 1 month on all PROTECTED IT Equipment on which event logging is possible.
9. A password protected screen saver set to 15 minutes or less must be enabled on all PROTECTED IT Equipment connected to or including a digital display or monitor.



10. All PROTECTED IT Equipment that is connected to the Internet must reside behind a network router that is securely-configured using industry best practices, e.g. NAT-enabled firewall, password-protected and documented configuration, security logging enabled, maintained and reviewed, and filtered access.
11. When PROTECTED IT Equipment is no longer required to store or process PROTECTED information, the information stored on the equipment must be securely destroyed in accordance with [IT Media Sanitization](#). Any PROTECTED information stored on approved Canadian-based cloud storage services must also be deleted when no longer needed.
12. All PROTECTED IT Equipment must have its internal data storage devices, e.g. hard drives, removed and secured with the Contractor prior to the equipment being removed from the Contractor's premises for service.
13. If it has been determined that PROTECTED IT Equipment is no longer serviceable, any internal data storage devices, e.g. hard drives, contained in the equipment must be surrendered to the Project Authority for destruction. If the internal storage cannot be removed from its host equipment, the host equipment itself must be surrendered to the Project Authority for destruction.
14. When PROTECTED information is displayed on the screens of PROTECTED IT Equipment or viewed in printed format, it must not be viewable by unauthorized persons.
15. Unless otherwise prohibited, any remote access to PROTECTED IT Equipment using Contractor-provided and/or CSC-provided standard remote access software must be secured using industry best practices, e.g. encrypted connection, two-factor authentication, controlled/restricted access, security logging, split tunneling disabled. All parties using the remote access must also meet all requirements listed in this document.

Additional Security for Connectivity (and other External Partners)

In addition, for contracts where a connectivity requirement has been identified in the SRCL, i.e. "yes" to question 11e, the following IT Security requirements must be met:

16. All PROTECTED IT equipment used to access Offender Management System (OMS), its ancillary applications or CSC's email system must meet the following requirements:
 - a. The BIOS is protected with a strong password.
 - b. The BIOS is configured to allow booting only from the system drive, e.g. C: drive.
 - c. All wireless capability is disabled.
 - d. The system is locked or shut down when not in use.
17. All PROTECTED IT equipment used to access OMS, its ancillary applications or CSC's email system must never have the following installed and/or used on the equipment unless specifically-authorized by CSC:
 - a. Tools that could circumvent security controls.
 - b. Peer-to-peer (P2P) software used to communicate with other systems over the Internet
 - c. Client-server software such as web servers, proxy servers or file servers.
 - d. Web-based email services.
 - e. Remote-control software.
 - f. Cloud services, including storage (see Requirement 4).



Departmental Security – Physical and Personnel

In addition to the aforementioned items, compliance with the following items below is assumed through Designated Organization Screening (DOS) and Document Safeguarding Capability (DSC) verifications conducted by Canadian Industrial Security Directorate (CISD):

Each Contractor, Contractor's agents, subcontractors, volunteers or any other parties requiring access to PROTECTED information must hold a valid RELIABILITY STATUS security clearance, granted by the CISD of Public Works and Government Services Canada (PWGSC) and have a legitimate need-to-know for the information provided.

When not in use, all Portable Data Storage Devices containing PROTECTED information must be secured in a security container that meets GC security standards within an Operations Zone.

All documentation produced or completed by the Contractor which contains PROTECTED information must have its sensitivity labeled in the upper right hand corner on the face of each page of the document. Also, all Portable Data Storage Devices must be labelled with the highest sensitivity level of the information contained therein, e.g. PROTECTED B.

PROTECTED IT Equipment - All Information Technology (IT) equipment and devices (such as, but not limited to, servers, desktop computers, Portable Data Storage Devices) that are used to access, store and/or process information of PROTECTED level sensitivity.

Portable Data Storage Device (PDS) - Devices that are portable and contain storage or memory into which users can store information are considered portable data storage devices. Examples of portable data storage devices include:

- USB devices (e.g. memory sticks, external hard drives);
- eSATA (External Serial Advanced Technology Attachment) devices;
- Tablets, laptops, smart devices (e.g. BlackBerry), and cameras; and
- Portable media – tapes, optical discs (e.g. CDs and DVDs).

Appendix B: References

- Operational Security Standard: Management of Information Technology Security (MITS)
<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=12328>
- Operational Security Standard on Physical Security
<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=12329>
- G1-026 - Guide to the Application of Physical Security Zones
<http://www.rcmp-grc.gc.ca/physec-secmat/pubs/g1-026-eng.htm>
- Cryptographic Algorithms for UNCLASSIFIED, PROTECTED A, and PROTECTED B Information
<https://www.cse-cst.gc.ca/en/publication/itsp-40-111>
- IT Media Sanitization
<https://www.cse-cst.gc.ca/en/publication/itsp-40-006v2>
- G1-001 - Security Equipment Guide
http://www.rcmp-grc.gc.ca/physec-secmat/res-lim/pubs/seg/html/home_e.htm