



**RETURN BIDS TO:
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Bid Receiving/Réception des soumissions

Email - courriel: Stephane.Julien2@dfo-mpo.gc.ca

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

Proposal to: Fisheries and Oceans Canada

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

Proposition aux : Pêches et Océans Canada

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

Comments: - Commentaries :

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT



Title – Sujet Provision of Emergency Medical advice and telemedicine support for Canadian Coast Guard		Date March 14 , 2019
Solicitation No. – N° de l’invitation FP802-180136		
Client Reference No. - No. de référence du client F2596-182908		
Solicitation Closes – L’invitation prend fin At /à :14:00 (2:00 p.m.) EDT On / le : April 23, 2019		
F.O.B. – F.A.B Destination	GST – TPS See herein — Voir ci-inclus	Duty – Droits See herein — Voir ci-inclus
Destination of Goods and Services – Destinations des biens et services See herein — Voir ci-inclus		
Instructions See herein — Voir ci-inclus		
Address Inquiries to – Adresser toute demande de renseignements à Stéphane Julien Email – courriel: stephane.julien2@dfo-mpo.gc.ca Telephone : (343) 548-5181		
Delivery Required – Livraison exigée See herein — Voir ci-inclus	Delivery Offered – Livraison proposée	
Vendor Name, Address and Representative – Nom du vendeur, adresse et représentant du fournisseur/de l’entrepreneur:		
Telephone No. – No. de téléphone	Facsimile No. – No. de télécopieur	
Name and title of person authorized to sign on behalf of Vendor (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur (taper ou écrire en caractères d’imprimerie)		
Signature	Date	

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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

1. At the date of bid closing, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses)
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
 - (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 proposed sites or premises of work performance and document safeguarding as indicated in Part 3 - Section IV Additional Information.
2. For additional information on security requirements, Bidders should refer to the [Contract Security Program of Public Works and Government Services Canada \(http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html\)](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) website.

1.2 Statement of Work

The Contractor must perform the work detailed under Annex "A" Statement of Work.

1.3 Debriefings

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

1.4 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 opo-boa@opo-boa.gc.ca. You can also obtain more information on the OPO services available to you at their website at www.opo-boa.gc.ca.

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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.

Revision to Departmental Name: As this solicitation is issued by Fisheries and Oceans Canada (DFO), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this solicitation, including any individual SACC clauses incorporated by reference, will be interpreted as reference to DFO or its Minister.

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](#) (2018-5-22) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 90 days

2.2 Submission of Bids

Bids must be submitted only by email to Stephane.Julien2@dfo-mpo.gc.ca, 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 to DFO will not be accepted.

2.3 Former Public Servant

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.

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than (7) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

3.1 Bid Preparation Instructions

Canada requests that bidders provide their bid in separately bound/saved sections as follows:

Section I: Technical Bid one (1) soft copy in PDF format

Section II: Financial Bid one (1) soft copy in PDF format

Section III: Certifications one (1) soft copy in PDF format

Section IV: Additional Information one (1) soft copy in PDF format

The maximum size per email (including attachments) is limited to 10MB. If the limit is exceeded, your email might not be received by DFO. It is suggested that you compress the email size or send multiple emails to ensure delivery. Bidders are responsible to send their proposal and to allow enough time for DFO to receive the proposal by the closing period indicated in the RFP.

For bids transmitted by email, DFO will not be responsible for any failure attributable to the transmission or receipt of the email bid. DFO will send a confirmation email to the Bidders when the submission is received.

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

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

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.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment (Annex B).

3.1.1 Electronic Payment of Invoices – Bid

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

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

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

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

Le Proposals will be evaluated in accordance with the mandatory evaluation criteria as detailed herein. Proponents' Proposals must clearly demonstrate that they meet all Mandatory Requirements for the proposal to be considered for further evaluation. Proposals not meeting the mandatory criteria will be deemed non-compliant and excluded from further consideration.

In describing the proposed resources' experience relative to each of the mandatory and point-rated technical criteria below, the bidder should address each element of the evaluation criterion, and provide the following information:

1. Description of the project or engagement
2. Name of client organization
3. Period (mm-yyyy to mm-yyyy) in which the work was carried out
4. Business context and the objectives of the project or engagement,
5. Role of the proposed resources as described for that engagement,
6. Description of the approach and methodology employed by the proposed resources in carrying out the work

Canada reserves the right to contact up to three references from the list of references provided by the Bidder, if the Evaluation Team needs to validate or clarify information provided by the Bidder.

The proponent must include the following table in their proposal, indicating that their proposal meets the Mandatory Criteria, and providing the proposal page number or section that contains information to verify that the criteria has been met.

4.1.1.1 Mandatory Criteria

No.	Mandatory Criteria	Meets Criteria (✓)	Proposal Page No.
M1	The bidder/firm <u>must</u> hold a valid Document Safeguarding Capability (DOS) at the Protected B level and the proposed resource(s) <u>must</u> hold a valid Reliability Status clearance issued by the Canadian and International Industrial Security Directorate (CIISD) of Public Work and Government Services Canada (PWGSC) at the time of bid closing.		

<p>M2</p>	<p>Team composition</p> <p>The Bidder must provide resumes and copies of their certifications of a minimum of Three (3) qualified physician. The Resumes must demonstrate their experience in fulfilling requirements similar to that identified in the SOW.</p>		
<p>M3</p>	<p>Corporate Experience</p> <p>The Bidder, as a corporate entity, must demonstrate a minimum of two (2) projects* in the last ten (10) years, from bid closing. As part of the projects, the Bidder must demonstrate he was responsible for remotely providing Emergency Medical Advice* and support medical personnel of an organization with more than Three (3) location across Canada .</p> <p>* For the purpose of this criterion, emergency medical advice and support is defined as Giving medical advice over the phone to a health officer or an individual.</p> <p>Performing clinical assessments while being away from the patient (over the phone/emails or videoconference if available)...giving verbal support the a nurse or rescue specialist in order to get the best clinical assessment while being away and only by phone.</p> <p>Giving medical and pharmaceutical prescription over the phone to a patient that will never be seen by the physician</p> <p>Organizing a medical evacuation for the patient while being in another location.</p> <p>Providing written notes of all conversation that occurred and sending them in a reasonable time*.</p> <p>reasonable time* is defined as:</p> <ul style="list-style-type: none"> • Every call's records must be made available within 48 hours for the CCG National Coordinator of the Health Officer's program for quality control. • Every document written about a patient from CCG (medical note, prescription etc) must be made available to the National coordinator of the Health Officer's program of CCG within 48 hours. • Any prescription for controlled substances 		

	<p>or narcotics must be made available in a written document to the National coordinator of the Health Officer's program of CCG within 24 hours. The National coordinator of the Health Officer's program of CCG must be advised every time a call is being made from a CCG ship within 24 hours or less.</p>		
M4	<p>The bidder must provide samples of forms used for Patient Care Records and monthly summary reports that were used for the two projects above.</p> <p>Addition: The bidder must provide samples of forms that would be used to evaluate each calls for quality control as identified in section 6.0 (point 14) of the SOW</p>		

4.1.1.2 Point Rated Technical Criteria

Proposals meeting ALL Mandatory Criteria will be evaluated and rated against the following Point-Rated Criteria, using the evaluation factors specified for each criterion. It is imperative that these criteria be addressed in sufficient depth in the proposal to fully describe the Bidder's response and to permit the Evaluation Team to rate the proposals.

Bids MUST achieve an overall minimum score of 70% of the total score (80 out of 115 possible points) of the Rated Requirements, in order to be considered technically responsive. Proposals which fail to attain at least 70% of a total score of the Rated Requirements will be considered technically non-responsive and no further evaluation will be conducted.

In cases where more than one resource is being proposed for the same resource category and level EACH of the resources will be evaluated separately and the average of the two scores will be used for evaluation purposes for the criteria for the specific resource category and level.

For all experience cited, the following information must be identified in the proposed resources' resumes:

- i) The name of the client organization to whom the services were provided;
- ii) The name, telephone number and if applicable the email address of a representative of the client;
- iii) A brief description of the type and scope of the services that meets the identified criteria provided by the resource; and,
- iv) The dates and duration of the work (including the start and end dates of the work).

	Rated Requirements	Max Points Available	Demonstrated Compliance, cross reference to
R1	<p>The Bidder should demonstrate how their Emergency and Medical Information Support System's ability to respond to calls within a defined timeframe by providing reports from the two projects identified in R1.</p> <ul style="list-style-type: none"> • Demonstrate consistent *response emergency calls in 3-4 minutes (5 points); • Demonstrate consistent response emergency calls in more than 2 minutes -3 minutes (10 points); • Demonstrate consistent response emergency calls in 0- less than 2 minutes (15 points) <p>*Consistent is defined as: 95% of the time</p>	15	
R2	<p>The Bidder should provide two (2) previous projects that demonstrates how their Emergency and Medical Information Support System provided 24 hour services and 7 days per week.</p> <p>Each Project will be evaluated separately (Maximum 15 points per project)</p> <ul style="list-style-type: none"> • By a single physician - (5 points); • By rotation of physicians - (10 points); • By call-in Centre supported by more than 1 physician at all time- (15 points) 	30	
R3	<p>The Bidder should provide projects within the last 10 years of bid closing their cumulative experience in providing emergency medical advice and support to various clientele (e.g. general population, federal and/or provincial agencies, Aboriginal communities/groups; other group of interest) related to the objectives and tasks identified in the Statement of Work.</p> <p>A) General population in emergency situation (Emergency room or general medicine department)</p> <p>6 to 12 months = 2 points 13 to 24 months = 2 points 25 to 36 months = 6 points 37 to 48 months = 8 points 49 + months = 10 points</p> <p>B) Federal Agencies: https://www.tpsgc-pwgsc.gc.ca/recgen/manuels-manuals/chap18/08-eng.html and \or Provincial agencies: https://www.canada.ca/en/canadian-heritage/services/human-rights-complaints/provincial-territorial-agencies.html</p>	30	

	Rated Requirements	Max Points Available	Demonstrated Compliance, cross reference to
	<p>6 to 12 months = 2 points 13 to 24 months = 2 points 25 to 36 months = 6 points 37 to 48 months = 8 points 49 + months = 10 points</p> <p>C) Aboriginal communities/groups (First Nations; Inuit & Metis)</p> <p>6 to 12 months = 2 points 13 to 24 months = 2 points 25 to 36 months = 6 points 37 to 48 months = 8 points 49 + months = 10 points</p> <p>A + B + C = 30 Points Max.</p>		
R4	<p>The Bidder should demonstrate with projects within the last 10 years of bid closing their experience in providing emergency medical advice and support to remotely located clientele, not physically or visually accessible (e.g. by phone communication with another health professional or the casualty himself, emails communication and/or follow up, or video projection if available) related to the objectives and tasks identified in the Statement of Work</p> <p>6 to 12 months = 5 points 13 to 24 months = 10 points 25 to 36 months = 15 points 37 to 48 months = 20 points 49 + months = 25 points</p>	25	
R5	<p>The Bidder should demonstrate within the two (2) projects identified in R1, how their personnel responded to calls from the client's organization point of contact-</p> <ul style="list-style-type: none"> • Call responded by person with no EMS qualifications (5 points); • Call responded by person with EMS qualifications (10 points) • Call responded by the physician on call directly with no delays or intermediate (15 points) 	15	
Minimum Score		80	
Total Score Available		115	

Bids **MUST** receive a minimum score of 70%, of the above 5 rated criteria in order to be considered technically responsive.

4.1.2 Financial Evaluation

SACC Manual Clause [A0220T](#) (2014-06-26), Evaluation of Price.

4.2 Basis of Selection

4.2.1 Basis of Selection – Highest Combined Rating of Technical Merit (70) and Price (30)

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
 - c. obtain the required minimum of 80 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 115 points.
2. Bids not meeting "(a) or (b) or (c)" will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70 % for the technical merit and 30 % for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70 %.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30 %.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (70%) and Price (30%)				
		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 70 = 59.63$	$89/135 \times 70 = 46.15$	$92/135 \times 70 = 47.70$
	Pricing Score	$45/55 \times 30 = 24.55$	$45/50 \times 30 = 27$	$45/45 \times 30 = 30.00$
Combined Rating		84.18	73.15	77.70
Overall Rating		1st	3rd	2nd

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the bid non-responsive.

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#)" list at the time of contract award.

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

5.2.3.4 Contractor's Representative

The Contractor's Representative for the Contract is:

Name: _____
Title: _____
Address: _____
Telephone: _____
Facsimile: _____
E-mail: _____

5.2.3.5 Supplementary Contractor Information

Pursuant to paragraph 221 (1)(d) of the Income Tax Act, payments made by departments and agencies under applicable services contracts (including contracts involving a mix of goods and services) must be reported on a T4-A supplementary slip.

To enable the Department of Fisheries and Oceans to comply with this requirement, the Contractor hereby agrees to provide the following information which it certifies to be correct, complete, and fully discloses the identification of this Contractor:

- a) The legal name of the entity or individual, as applicable (the name associated with the Social Insurance Number (SIN) or Business Number (BN), as well as the address and the postal code:

- b) The status of the contractor (individual, unincorporated business, corporation or partnership:

c) For individuals and unincorporated businesses, the contractor's SIN and, if applicable, the BN, or if applicable, the Goods and Services Tax (GST)/Harmonized Sales Tax (HST) number:

d) For corporations, the BN, or if this is not available, the GST/HST number. If there is no BN or GST/HST number, the T2 Corporation Tax number must be shown:

The following certification signed by the contractor or an authorized officer:

"I certify that I have examined the information provided above and that it is correct and complete"

Signature

Print Name of Signatory

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

- 6.1.1 The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid Designated Organization Screening (DOS) with approved Document Safeguarding at the level of PROTECTED B, issued by the Canadian Industrial Security Directorate, Public Works and Government Services Canada.
- 6.1.2 The Contractor/Offeror personnel requiring access to PROTECTED information, assets or work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
- 6.1.3 The Contractor MUST NOT utilize its Information Technology systems to electronically process, produce or store PROTECTED information until the DFO or the CISD/PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed up to the level of PROTECTED B, including an IT Link up to the level of PROTECTED B.
- 6.1.4 Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the DFO or the CISD/PWGSC.
- 6.1.5 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).

6.2 Statement of Work

The Contractor must perform the work detailed under Annex "A" Statement of Work.

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

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

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from contract award to May14, 2022 inclusive.

6.4.2 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 one (1) year period(s) under the same conditions. The Contractor

agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Stéphane Julien
Title: Senior Contracting Officer
Fisheries and Oceans Canada
Directorate: Materiel and Procurement Services
Address: 200 Kent Street - 9N089B
Ottawa, ON K1A 0E6
Telephone: (343) 548-5181
E-mail address: Stephane.Julien2@dfo-mpo.gc.ca

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

6.5.2 Project Authority

The Project Authority for the Contract is: *(to be inserted at Contract Award)*

Name: _____
Title: _____
Organization: _____
Address: _____

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

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.

6.5.3 Contractor's Representative

(to be inserted at Contract Award)

6.6 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.

6.7 Payment

6.7.1 Basis of Payment

6.7.1.1 In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid, as specified in Annex "B" for a cost of \$ **(To be inserted at contract award)** Customs duties are included and Applicable Taxes are extra.

6.7.1.2 All prices and amounts of money in the Contract are exclusive of the Goods and Services Tax (GST) or Harmonized Sales Tax (HST), whichever is applicable, unless otherwise indicated. GST or HST, to the extent applicable, will be incorporated into all invoices and progress claims for goods supplied or work performed and will be paid by Her Majesty. The Contractor agrees to remit to Canada Revenue Agency any GST or HST paid or due.

6.7.1.3 Any payment by Her Majesty under this contract is subject to there being an appropriation for the fiscal year in which the payment is to be made.

6.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed **(To be inserted at contract award)** Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75% 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.

4. 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 \$ **(To be inserted at contract award)** Customs duties are included and Applicable Taxes are extra.

6.7.3 Method of Payment - Monthly Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada.

6.7.4 Electronic Payment of Invoices – Contract

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

- a. MasterCard Acquisition Card;
- b. Direct Deposit (Domestic and International);

6.8 Invoicing Instructions

6.8.1 Payments will be made provided that:

- 6.8.1.1 The invoice(s) must be emailed to DFO Accounts Payable, at the email address indicated below:

Email: DFO.invoicing-facturation.MPO@canada.ca

6.9 Certifications and Additional Information

6.9.1 Compliance

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

6.10 Applicable Laws

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

6.11 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 2010B General Conditions - Professional Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (d) Annex C, Security Requirements Check List;
- (f) the Contractor's bid dated _____ (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award: “, as clarified on _____” or “, as amended on _____” and insert date(s) of clarification(s) or amendment(s)*)

6.12 Procurement Ombudsman

6.12.1 The Contractor confirms that it has read the Code of Conduct for Procurement and agrees to be bound by its terms.

6.12.2 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 \$25,000.00 for Goods and under \$100,000.00 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 opo-boa@opo-boa.gc.ca. You can also obtain more information on OPO services available to you on their website at www.opo-boa.gc.ca.

6.12.3 For further information, the Contractor may refer to the following PWGSC site:

<http://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/contexte-context-eng.html>

6.13 Insurance – Specific Requirements G1001C (2013-11-06)

The Contractor must comply with the insurance requirements specified in Annex E . 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. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors; coverage must be placed with an Insurer with an A.M. Best Rating no less than “A-”. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

ANNEX "A" - STATEMENT OF WORK

1. TITLE

Provision of Emergency Medical advice and telemedicine support for Canadian Coast Guard (CCG)

2. INTRODUCTION

The CCG requires the services of a company that can supply an Emergency Medical Information / Advice support system for the use of Health Officers on board CCG vessels in extremely remote areas.

3. NOT APPLICABLE / INTENTIONALLY LEFT BLANK

4. OBJECTIVES OF THE REQUIREMENT

Obtain by phone and/or internet, medical advice from physicians to support Health Officers (nurses) on board CCG ships in remote locations.

5. BACKGROUND, ASSUMPTIONS AND SPECIFIC SCOPE OF THE REQUIREMENT

CCG, department of Fisheries & Oceans Canada (DFO), have Registered Nurses with advanced nursing practice skills providing Primary Health Care services to employees aboard CCG Icebreakers and scientific vessels. These vessels sail out of Victoria, British Columbia (BC), Québec (QC), Dartmouth, Nova Scotia (NS) and St-John's Newfoundland (NL).

The objective of the Health Officers program is to provide a health service based on preventive care, primary health care and Occupational Health Care Nursing to the ship's complement aboard DFO, CCG Vessels during arctic and scientific voyages in remote areas. The purpose of the program is to maintain optimal health, through assessment, treatment, counseling and education.

One of the desired outcomes is the expectation of reducing requirements of medical evacuations in case of condition that can be managed on board the ship with a trained health professional.

Also, we are looking at reducing morbidity and mortality secondary to life threatening sickness or injuries by assisting Health Officers in managing emergencies remotely, giving them support and medical orders in order to be 100% effective.

CCG is requesting proposals for the provision of Emergency Medical Advice and Support. The contractor will provide timely expert advice and reporting services to shipboard Health Officers.

Every call/request done to the contractor will have to be evaluated in terms of clinical assessment /skills of the Health Officer managing the case. This will be used as a part of the evaluation of quality care given by our Health Officers. The result of this assessment must be given to the National Coordinator of the health officers program every month (or at the earliest possible time) at the same time as the call log.

6.0 TASKS, ACTIVITIES, DELIVERABLES AND MILESTONES

Current Requirements:

CCG is requesting proposals for the provision of Emergency Medical Advice and Support (telemedicine). The contractor will provide timely expert advice and reporting services to shipboard Health Officers.

THE SCOPE OF WORK CONTAINS 14 ELEMENTS:

EMERGENCY MEDICAL SUPPORT PHYSICIANS (EMSP):

1. To provide emergency medical advice and direction to Health Officers on duty on the CCG ships listed.
2. Emergency medical advice and direction must be available in both official languages, English and French at all time.
3. Emergency Physician(s) must be available to accept such calls 24 hours per day, 7 days per week in accordance with the operational schedule of the CCG ships listed. That schedule is subject to change as per operational needs, and will be updated with the contractor as soon as possible. The needs also changes year after year.
4. All Physicians must be in contact with the Health Officer within four (4) minutes of receiving a call.
5. Calls for situations outside the expertise of the contractors physicians will either be referred to another source, or the contractor's physician will undertake to find the appropriate answer or source.

ACCESS:

6. The contractor will provide one telephone number through which the CCG Health Officers can reach the on-call physicians.
7. The calls must be answered 24/7 by trained personnel.
8. All telephone calls must be voice recorded for liability and quality assurance purposes. All calls records must be available to the CCG National Coordinator of the Health Officer's program for quality assurances within 2 business days or earlier when possible. That must be done in a secure way (encrypted or via a secure portal to maintain confidentiality of medical information). The national coordinator of the health officer's program must be notified that a call took place between a health officer and the contractor within 24 hours for follow-up purposes.
9. Following a phone conversation between the contractor and an Health Officer, a secure email address or an access to a secure portal for communication has to be accessible to make a report on the condition of the person taken care of (follow-up). That will be decided by the contractor and the Health Officer regarding feasibility v/s easiest communication route at the time of the need.

RECORD:

10. Patient Care records must be created for each call received.
At a minimum, these records record must include: the date and time call is received, the time the on-call physician is paged, the time the on-call physician called back or answers the phone call, the name of the person calling in, and the reason for the call.

The report must also record information about the patient: name, date of birth, the nature of the condition/illness/injury, recommendations made to the Health Officer, all treatment initiated in details. Patient Care Record files are to be made available to the CCG for inclusion to the CCG employee's Medical Record file at the end of the sailing season. All prescriptions for controlled substances initiated during a phone call must be transmitted in writing as soon as possible and within 24 hours after the call.

11. The contractor must use a secure system for recording and storing patient information to ensure confidentiality of medical information.
12. The contractor agrees that any data collected during the terms of this contract period will be used solely for in-house quality assurance purposes, and will not be used for any research or other purposes without the written permission of CCG.
13. The only person that will have access to the confidential information of a file is the National Coordinator of the Health Officer's program from CCG C&A. That person will have the responsibility to make sure the information is put in the electronic medical file of the employee for easy access of all care that took place in CCG facilities by a Health Officer.

REPORTS:

14. The contractor will provide the following reports to CCG concerning the "Emergency Medical Information / Advice Support System":
 - Monthly summary of all calls received from the CCG ships' personnel
 - Monthly summary of all test pages
 - All record of care to a patient must be transferred to the National Coordinator of the Health Officer's program from CCG C&A for proper storage of info in the medical file of every client.
 - All evaluation/assessment of clinical skills by the health officer for each call made to the contractor. Template can be determine between contractor and National Coordinator of the Health Officer's Program.
 - Every call's records must be made available within 48 hours for the CCG National Coordinator of the Health Officer's program for quality control.
 - Every document written about a patient from CCG (medical note, prescription etc) must be made available to the National coordinator of the Health Officer's program of CCG within 48 hours.
 - Any prescription for controlled substances or narcotics must be made available in a written document to the National coordinator of the Health Officer's program of CCG within 24 hours. The National coordinator of the Health Officer's program of CCG must be advised every time a call is being made from a CCG ship within 24 hours or less.

2019 OPERATIONAL INFORMATION:
(this list is subject to change as per operations)

VESSEL	# OF CREW Max People on Board (POB)	Operational Schedule	# of sailing days	Language
NGCC Pierre Radisson	38 Min crew 80 Max crew	August 13– October 8	56	French
NGCC DesGroseilliers	38 Min crew 80 Max crew	June 19 – October 9	57	French
NGCC Amundsen	38 Min crew 80 Max crew	May 30 – September 7	105	French / English
CCGS Henry Larsen	40 Min crew 70 Max crew	August 30 – November 22	84	English
CCGS Terry Fox	24 Min crew 28 Max crew	June 20 – October 26	129	English
CCGS Louis St-Laurent	53 Min crew 86 Max crew	July 31 – November 4	98	English
CCGS Sir Wilfrid Laurier	26 Min crew 45 Max crew	July 5 – October 27	115	English
CCGS Hudson	37 Min crew 60 Max crew	Nov 10 – Dec 12	32	English
CCGS Molly Kool	12 Min crew 28 Max crew	June 24th- august 24th	62	English
Total CCG crew: Max total POB:	320 Min crew 574 Max crew			
Total Operational days			250 average	

2019									
Month	April	May	June	July	August	September	October	November	December
# vessels	0	1	5	7	7	7	7	4	1
Est.#POB	0	60	157	257	257	274	274	290	60

- **Operational days:** Calendar day that CCG vessels require provision of services described earlier in this document
- **POB:** Total people on board including CCG crew, supernumeraries, clients and passengers. This is variable from mission to mission and day to day. Estimated # POB assumes 40% use of available berth above # crew.

- **2020-2024:** Operational periods have yet to be determined but will be similar to 2019. The peak operating season will run from June to October and will be what CCG considers a normal deployment season which includes 8 vessels working in the arctic and offshore. There is a possibility that an additional vessel, within the peak period, in each option years. The table above includes this additional vessel and POB count; however, this is not confirmed at this time.

7. SPECIFICATIONS AND STANDARDS

Emergency Physician(s) must be available to accept calls 24 hours per day, 7 days per week in accordance with the operational schedule of the CCG ships listed.

All Physicians should be in contact with the Health Officer within four (4) minutes of receiving a call.

The contractor will provide one telephone number through which the CCG Health Officers can reach the on-call physicians. The telephones must be answered 24/7 by trained personnel.

All telephone calls must be voice recorded for liability and quality assurance purposes.

All telephone calls records must be made available to the National coordinator of the Health Officer's program of CCG within 48 hours through a secure program/encrypted email/portal.

8. TECHNICAL, OPERATIONAL AND ORGANIZATIONAL ENVIRONMENT

With the Health Officer being on board of a ship at sea and with phone communications sometimes sporadic, the doctor on duty (on call) may have to reconnect with the ship to complete the consult. In the event that communications is completely lost and the doctor is unable to re-establish communications, the National Coordinator of CCG Health Officers should be immediately contacted. Within 24 hours after the initial phone call, a report detailing the consultation must be submitted to the National Coordinator of CCG Health Officers.

9. METHOD AND SOURCE OF ACCEPTANCE

After the consultation, a report detailing the consultation should be available within 24 hours to validate any prescriptions and required treatment.

This report will need to be sent via a secure program to the National Coordinator of CCG Health Officers. Care records must be created for each call received. At a minimum, these records record: the time call is received, the time the on-call physician is paged, the time the on-call physician called back, the name of the person calling in, and the reason for the call. The physician must also record information about the patient: name, date of birth, the nature of the condition/illness/injury, recommendations made to the Health Officer, all treatment initiated in details.

Patient Care Record files are to be made available to the CCG for inclusion to the CCG employee's Medical Record file at the end of the sailing season.

Because of confidentiality, the only person that can ask/access this information is the National Coordinator of the Health Officer's program from CCG C&A.

10. REPORTING REQUIREMENTS

The contractor will provide the following reports to the CCG concerning the "Emergency Medical Information / Advice Support System":

- Monthly summary of all calls received from the CCG ships' personnel
- Monthly summary of all test pages
- All record of communication to the National Coordinator of the Health Officer's program from CCG C&A for proper storage of info in every medical file of every client.
- All evaluation/assessment of clinical skills by the health officer for each call made to the contractor.

11. LOCATION OF WORK, WORK SITE AND DELIVERY POINT

The majority of work will be completed at the contractor office or an associated site.

12. TRAVEL AND LIVING

All travel and living expenses will be the responsibility of the contractor.

13. LANGUAGE OF WORK

The proposed Doctor back-up resource(s) **must** be fluent in English and French. Fluent is defined as Written, Verbal, and Comprehension at an intermediate level. (see the following legend).

Legend	Oral	Comprehension	Written
Basic	A person speaking at this level can: <ul style="list-style-type: none"> • ask and answer simple questions; • give simple instructions; and • give uncomplicated directions relating to routine work situations. 	A person reading at this level can: <ul style="list-style-type: none"> • fully understand very simple texts; • grasp the main idea of texts about familiar topics; and • read and understand elementary points of information such as dates, numbers, or names from relatively more complex texts to perform routine job-related tasks. 	A person writing at this level can: <ul style="list-style-type: none"> • write isolated words, phrases, simple statements or questions on very familiar topics using words of time, place or person.

Intermediate	<p>A person speaking at this level can:</p> <ul style="list-style-type: none"> • sustain a conversation on concrete topics; report on actions taken; • give straightforward instructions to employees; and • provide factual descriptions and explanations. 	<p>A person reading at this level can:</p> <ul style="list-style-type: none"> • grasp the main idea of most work-related texts; • identify specific details; and • distinguish main from subsidiary ideas. 	<p>A person writing at this level can:</p> <ul style="list-style-type: none"> • deal with explicit information on work-related topics since they have sufficient mastery of grammar and vocabulary.
Advanced	<p>A person speaking at this level can:</p> <ul style="list-style-type: none"> • support opinions; and understand and express hypothetical and conditional ideas 	<p>A person reading at this level can:</p> <ul style="list-style-type: none"> • understand most complex details, inferences and fine points of meaning; and • have a good comprehension of specialized or less familiar material. 	<p>A person writing at this level can:</p> <ul style="list-style-type: none"> • write texts where ideas are developed and presented in a coherent manner.

14. SPECIAL REQUIREMENTS

All physicians must be certified as specialists in Emergency Medicine by both the following organizations:

1. Royal College of Physicians and Surgeons of Canada and
2. Canadian College of Family Practitioners

15. INSURANCE REQUIREMENTS

Proof of Annual Liability Insurance and License to Practice:

The contractor must provide proof of liability insurance at the beginning of each operational year (new contract period) along with a copy of each doctor's license to practice renewal.

ANNEX «B » - BASE Of PAYMENT

PROFESSIONAL FEES & ASSOCIATED COSTS:

Contractor shall indicate below an all-inclusive daily rate for each year of the Contract as shown below.

Year One – May 15, 2019 up to and including May 14, 2020

Daily Rate	Estimated number of Days	Estimated Total Cost
\$	250	\$

Year Two – May 15, 2020 up to and including May 14, 2021

Daily Rate	Estimated number of Days	Estimated Total Cost
\$	250	\$

Year Three – May 15, 2021 up to and including May 14, 2022

Daily Rate	Estimated number of Days	Estimated Total Cost
\$	250	\$

Optional Year 1 – May 15, 2022 up to and including May 14, 2023

Daily Rate	Estimated number of Days	Estimated Total Cost
\$	250	\$

Optional Year 2 – May 15, 2023 up to and including May 14, 2024

Daily Rate	Estimated number of Days	Estimated Total Cost
\$	250	\$

TOTAL PRICE (Year 1 + Year 2 +Year 3 +Option Year 1 +Option Year 2) :	\$
--	----

Prices indicated above are excluding taxes.

**Additional information, not calculated as part of bid competition.

Year One - Hourly Overtime Rate \$ _____

Year Two - Hourly Overtime Rate \$ _____

Year Three - Hourly Overtime Rate \$ _____

First option Year - Hourly Overtime Rate \$ _____

First option Year - Hourly Overtime Rate \$ _____

Name of Company: _____ Date: _____

ANNEXE «C» - SECURITY REQUIREMENT CHECKLIST (SRCL)



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat
Security Classification / Classification de sécurité protected B

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	2. Branch or Directorate / Direction générale ou Direction	
	CCG-CCG C&A, Seat ops business	
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
	PRAXER Medical Group 8032 atlas st., Halifax, NS, B3K1T8	
4. Brief Description of Work / Brève description du travail		
CCG is seeking a long term contract with a company that will provide telemedicine support to Health Officers in case of emergency while sailing on CCG ships in remote areas. They will also offer evaluation of clinical skills/assessment of the health officer for each call made to ensure quality of care.		
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 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 <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	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"/>

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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? No / Non Yes / Oui

If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

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

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

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

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

- | | | | |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS
CÔTE 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 unescorted personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui

If Yes, will unescorted 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

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Security Classification / Classification de sécurité protected B

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 codées dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉE			CLASSIFIED / CLASSIFIÉE			NATO				COMSEC						
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO PROTECTED / PROTÉGÉE	NATO CONFIDENTIAL / CONFIDENTIEL	NATO SECRET	COMSEC TOP SECRET / TRÈS SECRET	PROTECTED / PROTÉGÉE			CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	
											A	B	C				
Information / Assets / Informations / Biens / Production		<input checked="" type="checkbox"/>															
IT Media / Support IT / IT Line / Ligne électronique		<input checked="" type="checkbox"/>															

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

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? No / Non Yes / Oui
 La documentation associée à la présente L/VERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

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 indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

ANNEX “D” to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

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

- () MasterCard Acquisition Card;
- () Direct Deposit (Domestic and International);

ANNEX “E” – INSURANCE CONDITIONS

The Contractor shall, at the Contractor’s own expense, provide and maintain insurance as indicated hereunder:

1. Definitions

1.1. “Contract” means “Purchase Order”.

1.2. “Buyer” means those departmental organizations or persons who have been given the responsibility for the contracting process within the Department.

2. Indemnification

The issuance coverage required by the provisions of these Insurance Conditions shall in no way limit the Contractor’s responsibility under the indemnification section of the General Conditions of the contract. Any additional coverage the Contractor may deem necessary to fulfill obligations under the indemnity section shall be at the Contractor’s own discretion and expense.

3. Period of Insurance

The insurance coverage shall be in effect from the date of contract award and shall be maintained until the contract work is completed.

4. Proof of Insurance

Within fourteen (14) days after acceptance of the Contractor’s tender, the Contractor shall deposit with the Buyer, a Certificate of Insurance or certified true copies of all contracts of insurance maintained by the Contractor pursuant to the requirements of these Insurance Conditions.

5. Notification

Each insurance policy shall contain a provision that thirty (30) days prior written notice shall be given to Her Majesty in the event of any material change in, cancellation of, or expiration of coverage.

6. Insured

Each insurance policy shall insure the Contractor, and shall include as an Additional Named Insured, Her Majesty the Queen in right of Canada as represented by the Minister of Fisheries and Oceans.

7. Payment of deductible

The amount of the deductible, if any, shall be borne by the Contractor.

8. Public Liability and Property Damage Insurance

8.1. The Contractor shall, concurrently with the execution of this contract, place and maintain at all times during the execution of the work covered by this contract, sufficient public liability and property damage insurance against personal injury and loss or damage to the property so as to fully cover the Contractor’s liability to any firm, person, association, or corporation, resulting from or attributable to the execution of the work.

The Minimum Acceptable Amount is \$1,000,000.00.

The policy shall be issued with a deductible amount of not more than \$500.00 per occurrence applying to property damage claims only.

9. Third party liability for vehicles and equipment owned, leased, used or operated by the Contractor

The Contractor shall provide an endorsement to the public liability and property damage insurance policy to include third party liability insurance for vehicles and equipment owned, leased, used or operated by the Contractor.

Minimum acceptable amount is \$1,000,000.00.

10. Tenants Legal Liability Insurance (where applicable)

The Contractor shall provide an endorsement to the public liability and property damage insurance policy to provide coverage for premises under the Contractor's care, custody and control in a **minimum amount of \$500,000.00.**