



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

Regional Headquarters, Prairies
3427 Faithfull Avenue
SASKATOON, SK S7K 8H6

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

Proposal to: Correctional Service Canada

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

Proposition à: Service Correctionnel du Canada

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

Comments — Commentaires :

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

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

Telephone # — N° de Téléphone :

Fax # — No de télécopieur :

Email / Courriel : _____

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

Title — Sujet: Food Premises Sanitation Inspection Services	
Solicitation No. — N° de l'invitation	Date:
50100-20-325907	December 13, 2019
Client Reference No. — N° de Référence du Client	
GETS Reference No. — N° de Référence de SEAG	
Solicitation Closes — L'invitation prend fin at /à : 2 :00 PM CST on / le : January 22, 2020	
F.O.B. — F.A.B. Plant – Usine: Destination: Other-Autre:	
Address Enquiries to — Soumettre toutes questions à: 501contracts@csc-scc.gc.ca	
Telephone No. – N° de téléphone:	Fax No. – N° de télécopieur:
306-659-9252	N/A
Destination of Goods, Services and Construction: Destination des biens, services et construction: Federal Correctional Institutions within the Prairie Region	
Instructions: See Herein Instructions : Voir aux présentes	
Delivery Required — Livraison exigée : See herein	Delivery Offered – Livraison proposée : Voir aux présentes
Name and title of person authorized to sign on behalf of Vendor/Firm Nom et titre du signataire autorisé du fournisseur/de l'entrepreneur	
Name / Nom	Title / Titre
Signature	Date
(Sign and return cover page with bid proposal / Signer et retourner la page de couverture avec la proposition)	



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PART 1 - GENERAL INFORMATION

1. Statement of Work

The Work to be performed is detailed under Annex B of the resulting contract clauses.

2. 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.

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 of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

7. Trade Agreements

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canadian Free Trade Agreement (CFTA); Canada-Chile Free Trade Agreement, Canada-Colombia Free Trade Agreement; Canada-Honduras Free Trade Agreement; Canada Korea Free Trade Agreement; Canada-Panama Free Trade Agreement; Canada-Peru Free Trade Agreement; Canada-Ukraine Free Trade Agreement. The Work to be performed is detailed under Annex A of the resulting contract.

4. Procurement Ombudsman

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent venue for Canadian bidders to raise complaints regarding the award of federal contracts under \$25,300 for goods and under \$101,100 for services. Should you have any issues or concerns regarding the award of a federal contract below these dollar amounts, contact OPO by e-mail at boa.opo@boa-opo.gc.ca, by telephone at 1-866-734-5169, or by web at www.opo-boa.gc.ca. For more information about OPO, including the available services, please visit the OPO website.



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](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.

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 2019-03-04 Standard Instructions - Goods or Services - Competitive Requirements are incorporated by reference into and form part of the bid solicitation.

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

Delete: sixty (60) days
Insert: ninety (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, email or epost Connect service 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 seven (7) 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 Saskatchewan.

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: **one (1) hard copy**

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

Section III: Certifications: **one (1) hard copy of each certification**

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.

3.1 Exchange Rate Fluctuation

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

4. Section III: Certifications

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



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1.0 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 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.

1. 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 lowest evaluated price will be recommended for award of a contract.

In case of a tie, the bid received at CSC Regional Headquarters, stamped first with the date and time will be recommended for contract award.



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 - English

By submitting a bid, the Bidder certifies that, should it be awarded a contract as result of the bid solicitation, every individual proposed in its bid will be fluent in English. The individual(s) proposed must be able to communicate orally and in writing in English without any assistance and with minimal errors.

1.6 Education and Experience

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

1.7 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.

1. Security Requirement

- NO SECURITY REQUIREMENT EXISTS.
- Contractor/Offeror will be escorted at all times during the performance of this contract. Access to PROTECTED information or assets is not permitted.
- Use of CPIC is prohibited.

2. INSTITUTIONAL ACCESS REQUIREMENTS

- *NIL security screening required as there is no access to sensitive information or assets. Contractor personnel will be escorted at all times by Correctional Service Canada personnel or those authorized by CSC on its behalf. CSC has developed very stringent internal policies to ensure that the security of institutional operations is not compromised.*
- *Contractor personnel must adhere to institutional requirements for the conduct of searches by Correctional Service Canada, prior to admittance to the institution/site. Correctional Service Canada reserves the right to deny access to any institution/site or part thereof of any Contractor personnel, at any time.*

2. Statement of Work

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

3. Standard Clauses and Conditions

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

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

3.1 General Conditions

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

3.2 Replacement of Specific Individuals

1. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:



- a. The name, qualifications and experience of the proposed replacement; and
 - b. Proof that the proposed replacement has the required security clearance granted by Canada, if applicable.
3. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the work does not release the Contractor from its responsibility to meet the requirements of the Contract.

4. Term of Contract

4.1 Period of the Contract

The Work is to be performed during the period of April 1, 2020 – March 31, 2025.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Janet Nelson
 Title: Procurement Officer
 Correctional Service Canada
 Branch/Directorate: Regional Headquarters
 Telephone: (306) 659-9252
 E-mail address: 501contracts@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.

The Project Authority for the Contract is:

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

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

[Fill in at contract award only.]

5.3 Contractor's Representative

The Authorized Contractor's Representative is:

Name: _____
 Title: _____



Company: _____
 Address: _____
 Telephone: _____
 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 \$ _____ (*insert the amount at contract award*). Customs duties are Included and Applicable Taxes are extra.

6.2 Limitation of Expenditure

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

Canada will pay the Contractor upon completion and delivery of the Work 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 delivered has been accepted by Canada.

6.4 SACC Manual Clauses

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



6.5 Travel and Living Expenses

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

7. Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
 - b. a copy of the release document and any other documents as specified in the Contract;
 - c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
 - d. a copy of the monthly progress report.
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the Project Authority for 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.

9. Applicable Laws

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

10. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the General Conditions 2010B 2018-06-21
- (c) Annex A, Statement of Work
- (c) Annex B, Basis of Payment
- (e) Annex C, Security Requirements Check List
- (f) the Contractor's bid dated _____ (to be inserted at contract award)

11. Termination on Thirty Days Notice

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



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

12. Insurance

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

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 webpage 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 himself 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 agree to make every reasonable effort, in good faith, to settle amicably all disputes or claims relating to or arising from the Contract, through negotiations between the Parties' representatives authorized to settle. If the Parties do not reach a settlement within 10 working days, each party hereby consents to fully participate in and bear the cost of mediation led by the Procurement Ombudsman



pursuant to Subsection 22.1(3)(d) of the Department of Public Work and Government Services Act and Section 23 of the Procurement Ombudsman Regulations.

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169, by e-mail at boa.opo@boa-opo.gc.ca, or by web at www.opo-boa.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 complainant respecting the administration of the 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.

To file a complaint, the Office of the Procurement Ombudsman may be contacted by e-mail at boa.opo@boa-opo.gc.ca, by telephone at 1-866-734-5169, or by web at www.opo-boa.gc.ca.

21. Privacy

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

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

22. Proactive Disclosure of Contracts with Former Public Servants

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

23. Information Guide for Contractors

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

24. Instructions to Bidders/Contractors

The Contractor must comply with all regulations, instructions and directives in force on the site where the Work is performed.

Annex A

Statement of Work

1. Background:

The Correctional Service of Canada (CSC) is the federal government agency responsible for administering sentences of a term of two years or more, as imposed by the courts. CSC is responsible for managing institutions of various security levels and supervising inmates under conditional release in the community. The Mission of the Correctional Service of Canada is as follows: "The Correctional Service of Canada (CSC), as part of the criminal justice system and respecting the rule of law, contributes to public safety by actively encouraging and assisting inmates to become law-abiding citizens, while exercising reasonable, safe, secure and humane control".

In accordance with the Corrections and Conditional Release Act and Commissioner's Directive, the Correctional Service of Canada requires each Institution to ensure that the health needs of inmates are identified and that services/programs are developed and maintained to meet those needs. Food Premises Sanitation Inspection services are necessary to ensure the health and well being of the inmates. The Prairie Region includes the following work locations: Bowden Institution; Drumheller Institution; Edmonton Institution; Edmonton Institution for Women; Grande Cache Institution; Grierson Centre and Stan Daniels; Okimaw Ohci Healing Lodge; PêSâkâstêw Centre; Regional Psychiatric Centre; Riverbend Institution; Rockwood Institution; Saskatchewan Penitentiary; Stony Mountain Institution; and Willow Cree Healing Lodge. Locations of sites are indicated in Schedule I. Inspections will be required at each location a minimum of once per year. Travel will be required to each site.

2. Objective:

The purpose of this document is to request a proposal to provide Health Inspection services for Food Services in Federal Correctional facilities located within the Prairie Region. This service will primarily involve Food Safety and Sanitation: Inspecting the receiving and storage areas, food handling, preparation, and service, dining areas, dish washing, waste disposal and Food Services staff washrooms and changing rooms

3. Tasks:

The contractor shall provide Inspection services on an as requested basis, utilizing the Correctional Service Canada policies and guidelines with respect to food services:

1. CD 880-1 Food Services Program
2. CD 880-2 Nutrition Management Program
3. CD 880-3 Religious Diets
4. CD 880-4 Diets of Conscience

This will include but is not limited to the following:

- A. Conduct Food Premises Sanitation Inspection services for Food Services Facilities (receiving and storage areas, food handling, preparation and service, dining areas, dishwashing, waste disposal and kitchen staff washrooms and changing rooms) at a frequency of no less than once per fiscal year, using the CSC Food Premises Sanitation Inspection Report and Inspection Summary provided at Schedule III (attached).

Please note the Food Premise Sanitation Inspection Report indicated in Schedule III may change to reflect the specific requirements of a Production Kitchen. A modified Report must be submitted to the Regional Food Services Manager and the Assistant Warden of Management Services (AWMS) by the Inspector if required.

- B. Work with AWMS at each site to establish mutual agreement regarding the annual kitchen inspection schedule. The contractor must coordinate the annual schedule in clustered groups of sites that are in close proximity to allow cost savings in regards to travel time and expenses. The following is an example of what an annual kitchen inspection schedule may look like:

April 14 – 8:00 AM	RPC
April 14 – 2:00 PM	WCHL
April 15 – 8:00 AM	SK Pen
April 15 – 11:00 AM	SK Pen Minimum
May 5 – 8:00 AM	Grande Cache
May 6 – 8:00 AM	Edmonton Institution
May 6 – 11:00 AM	EIFW
May 6 – 2:00 PM	Grierson Institution
May 6 – 3:00 PM	Stan Daniels
May 7 – 10:00 AM	PêSâkâstêw
May 8 – 8:00 AM	Bowden
May 8 – 10:00 AM	Bowden Annex
May 8 – 2:00 PM	Bowden production Center
May 9 – 10:00 AM	Drumheller
May 10 – 11:00 AM	OOHL
June 20 – 9:00 AM	Stony Mountain
June 20 – 12:00 PM	Stony Mountain Minimum

Develop the schedule within 30 days of contract award and within 30 days of each anniversary date and share with the Regional Project Officer. Following the provision of the set schedule, complete initial inspections within 150 days. The contractor must complete subsequent annual inspections on or around anniversary dates, unless otherwise requested by the Regional Project Authority.

- C. Identify public health hazards, and report deficiencies that are not compliant with Correctional Service Canada policies and guidelines with respect to food services
- D. Inspect Food Services facilities as defined in Schedule II: Central Kitchen, Common Kitchen (Small Group Meal Preparation), and Receipt and Sale areas.
- E. Conduct inspection debriefing with the Food Services Manager immediately after the inspection.
- F. Present and deliver the completed Food Premises Sanitation Inspection Report outlining the results of the inspection and the recommended required corrective action to be delivered within ten (10) working days after completion of inspection to the following:
- AWMS (Assistant Warden Management Services) at the institution,
 - Project Authority - Regional Food Services Manager.
- G. Provide consultation and advice regarding food safety as requested, up to 10 hours per year.**

Work will be performed during CSC regular business hours Monday to Friday, between 8:00 am and 4:00 pm.

4 Deliverables:

Presentation of the completed Food Premises Sanitation Inspection Report outlining the results of the inspection and the recommended required corrective action must be delivered within ten (10) working days after completion of inspection to the following:

- AWMS (Assistant Warden Management Services) at the institution,
- **Project Authority - Regional Food Services Manager**

5 Location of Work

- a) The Contractor must perform the work at all of the specified Sites listed above in 3.B Tasks as well as listed in Annex B Basis of Payment. All sites are located in the Prairie Region.
- b) All travel must be included in the all-inclusive price per site.

6 Language requirements

The Contractor must perform all of the work under the contract in English.

7 Security Level

Contractor will always be escorted by CSC Staff.

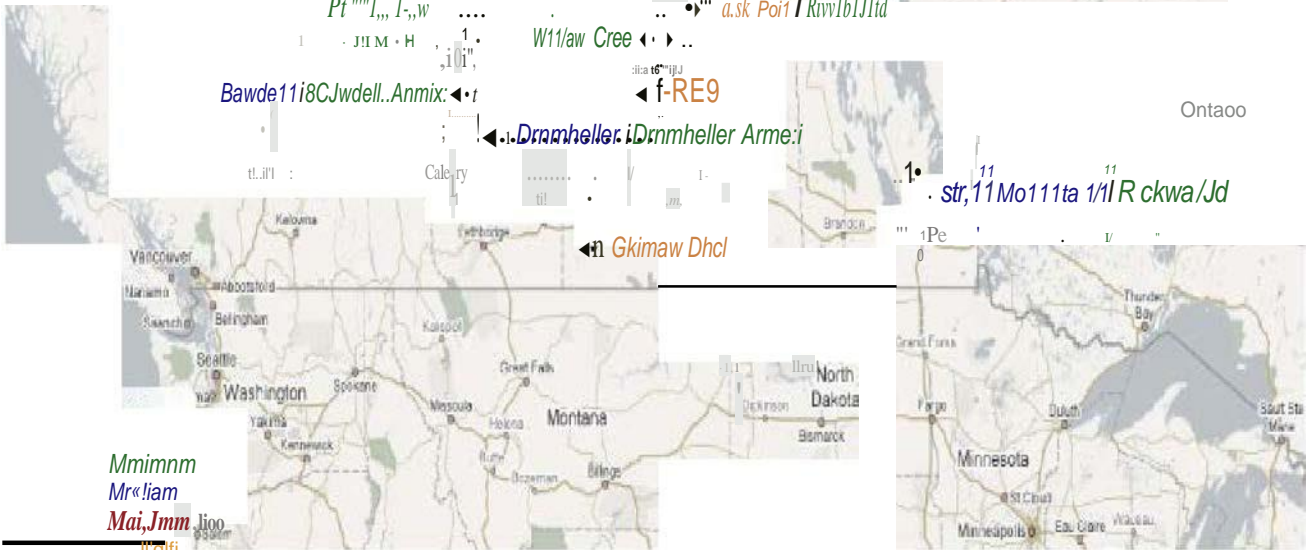
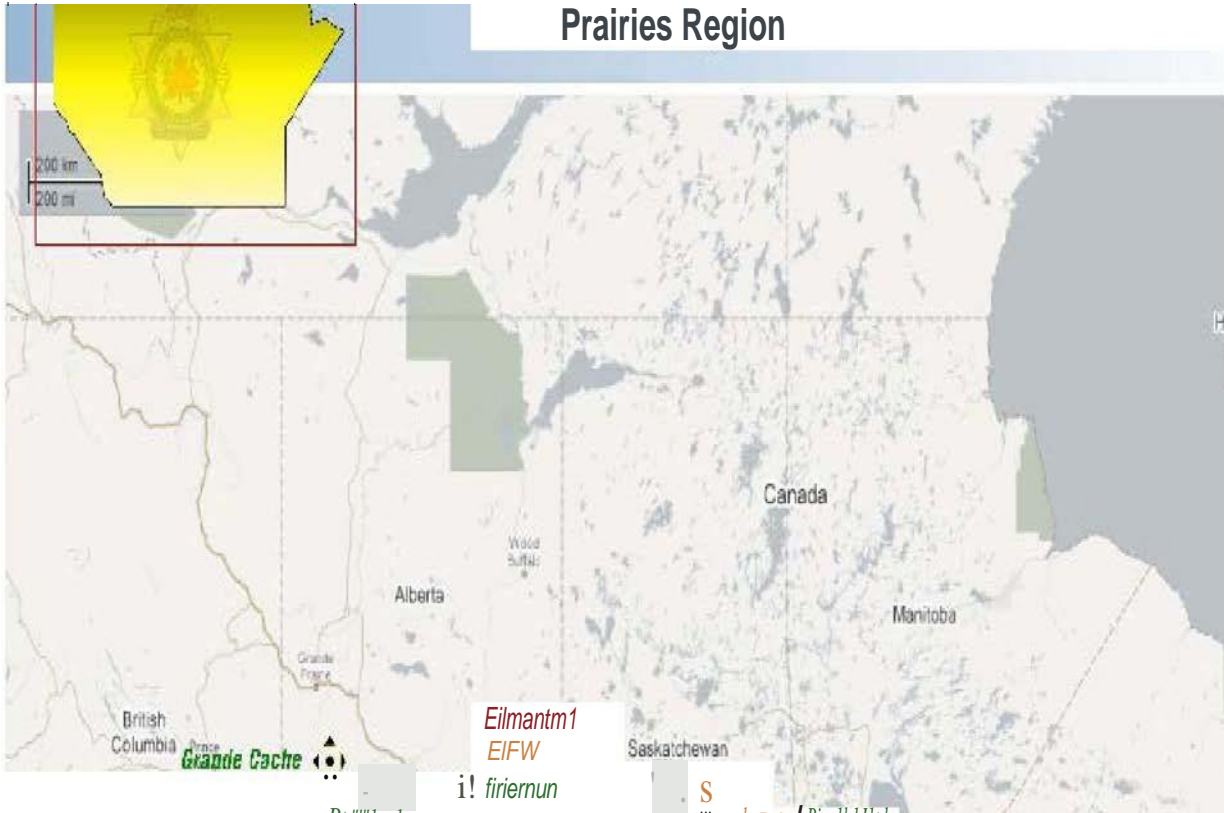
SCHEDULE I – Site Information

Site Address	Security Level	Feeding Style	Phone Number	Contact Name / Position Title AWMS FSM
Project Authority Correctional Service of Canada Regional Headquarters – Prairies 3427 Faithfull Avenue Saskatoon, SK S7K 8H6			306-659-9410	Andy Boudreau Regional Food Services Manager
Bowden Institution P.O. Box 6000 Innisfail, Alberta T4G 1V1	Minimum / Medium	SGMP (Annex) and Cafete ria and Food Production Center	403-227-7346	Andrea Weiss AWMS Bowden Inst. Rob Hare A/FSM Production Center Gallagher Keough FSM
Drumheller Institution P.O. Box 3000 Drumheller, Alberta T0J 0Y0	Minimum / Medium	SGMP (Annex) and Cafeteria	403-820-5101	Maureen Quintal A/AWMS Selena Chayer FSM
Edmonton Institution 21611 Meridian Street P.O. Box2290 Edmonton, Alberta T5J 3H7	Maximum Security	Satellite Feeding	780-472-6052	Barb Sagh AWMS Kelly Shukin FSM
Edmonton Institution. For Women 11151 178 th Street Edmonton, Alberta T5S 2H9	Multi Level	SGMP and Satellite Feeding	780-495-3377	Philip Contini AWMS Denise Redinger FSM
Grande Cache Institution Bag 4000 Grande Cache, AlbertaT0E 0Y0	Medium	Cafeteria	780-827-4200	Bill McCormick AWMS Kyle Wendland FSM
Grierson Institution 9530-101 Avenue Basement Edmonton, AB T5H 0B3	Minimum	SGMP	780-495-4803	Justin Rutten Executive Director Kerry Journault FSM
Stan Daniels Institution 9530-101 Avenue Edmonton, AB T5H 0B3	Minimum	Cafeteria	780-495-4969	Sharon Otto Director Chad Bolster FSM
Okimaw Ohci Healing Lodge Box 1929 Maple Creek, SK S0N 1N0	Minimum / Medium	SGMP	306-662-4746	Cheyna Francis (A) AWMS Judy Gowen FSM
PêSâkâstêw Centre P. O. Box 1500, Hobbema, AB T0C 1N0	Minimum	SGMP	780-585-5002	Mathew James AWMS Rozelyn Swampy FSM

Site Address	Security Level	Feeding Style	Phone Number	Contact Name / Position Title
				AWMS CFS
Regional Psychiatric Centre 2520 Central Ave, Saskatoon, SK S7K 3X5	Multi Level	Satellite Feeding	306-975-5400	Tim Krause AWMS Derek Daoust FSM
Sask Pen Minimum 15 th Street West, P.O. Box 850 Prince Albert, Saskatchewan S6V 5S4	Minimum	SGMP	306-765-8230	Tyler Helm AWMS Carol Mitchel FSM
Rockwood Institution P.O. Box 72 Stony Mountain, Manitoba R0C 3A0 (note- site location – Stony Mountain)	Minimum	SGMP	204-344-5777	JL Meyer AWMS Jack Anderson FSM
Saskatchewan Penitentiary 15 th Street West P.O. Box 160 Prince Albert, Saskatchewan S6V 5R6	Multi Level	Cafeteria Satellite Feeding	306-765-8110	Tyler Helm AWMS Kayla Kapacila FSM
Stony Mountain Institution P.O. Box 4500 Winnipeg, Manitoba R3C 3W8	Medium	Satellite Feeding	204-344-5111 xt. 5221	JL Meyer AWMS Shayne Needham FSM
Willow Cree Healing Lodge Box 520 Duck Lake, SK S0K 1J0	Minimum	SGMP	306- 467-1203	Yvonne Ananas AWMS Joanne Cameron FSM

- **AWMS** - Assistant Warden Management Service
- **RFSM** – Regional Food Services Manager
- **FSM** – Food Service Manager
- **Cafeteria** – Inmate and Staff Dining Halls
- **Satellite Feeding** - Meal carts and delivered trays to living units
- **SGMP** - Small Group Meal Preparation
- **Bed Capacity** - Population subject to change
- **Multi Level** - refers to Minimum, Medium, and Maximum security levels in the same facility

Correctional Service Canada Prairies Region



SCHEDULE II - Definitions

Central Kitchen

Central Kitchen is the main institutional kitchen. This is where the meals are prepared for the entire facility.

Central Feeding

Meals are prepared in a central kitchen and delivered in one or more of the following ways:

- **Cafeteria Style** -The two types of cafeteria service are open line and closed line. In open line service, inmates are allowed to see what the server is placing on their trays. In close line service, inmates are not able to see the servers and the tray is provided through a hole in the wall at the end of the serving line.

- **Satellite Meal Delivery**
The following types of satellite meal delivery are currently being used within CSC correctional facilities:
 - Hot and cold bulk food carts: food is sent in bulk from the kitchen to range serveries where meals are assembled and distributed to the inmates.

 - Tray service carts: food is portioned onto individual trays, placed in carts with active (heater/refrigeration units) or passive (insulation) temperature control mechanisms to retain the appropriate serving temperatures.

Production Kitchen

Kettle cooked menu items are prepared through cook/chill technology and delivered weekly to 3 institutions for approximately 1400 inmates.

SGMP (Small Group Meal Preparation)

This type of food preparation is usually located at sites with a capacity of 150 or less. These sites are commonly known as Minimum Security Institutions, Annexes, and Healing Lodges. They consist of housing units that are 4-10 beds. Each house has a kitchen and goods are sold to the houses from a receipt and sale goods area. These sites have a common kitchen that is used for large meal preparation for special events and may be used for training purposes. The following areas would be inspected on an annual basis:

Receipt and sale of goods area
Common Kitchen

SCHEDULE III- Summary and Report

INSPECTION SUMMARY

FACILITY:
INSPECTION DATE:
CONTACT:

- Compliant
- Non-Compliant
- Re-inspection Recommended

ITEM #	CRITICAL DEFICIENCY

ITEM #	GENERAL DEFICIENCY

ITEM #	COMMENTS

FOOD PREMISES SANITATION INSPECTION REPORT

Name of Establishment		Food Service Manager's Name
Address		
Areas Inspected Y Main Kitchen Y Satellite Kitchens/Services Y Cafeteria Y SGMP Y Other		
Date of Inspection	Time	Performed By

<input type="checkbox"/> Compliant	<input type="checkbox"/> Non-Compliant <input type="checkbox"/> Critical requirements requiring action: <input type="checkbox"/> Other requirements requiring action:
---	--

FRFSC= Food Retail and Food Services Code

C= Compliant

NC= Non-Compliant

*** = Critical requirements**

NOTE: All critical requirements (*) must be satisfied for the Food establishment to be deemed Compliant

REQUIREMENTS		C	NC
A. CONSTRUCTION/DESIGN			
1	Floors, walls and ceiling are well constructed, non-absorbent, easily cleanable, in good repair and no signs of wear and tear. (Ref: Section 2.3 and 2.4 FRFSC)		
2	Floor drains are well maintained, meets plumbing codes, equipped with backflow preventers, no cross-connections, cleaned on a regular basis. (Ref: Section 2.4.2 (a) sub section (v) ; Section 2.5 FRFSC)		
3	Premises have sufficient lighting, equipped with light covers, easily cleanable and in good repair. (Ref: Section 2.7 FRFSC)		
4	There is adequate ventilation to keep rooms free of excessive heat, steam, condensation, vapours, odours, smoke and fumes. (Ref: Section 2.8 FRFSC)		
5	Mechanical ventilation is of sufficient capacity to prevent grease or condensation from collecting on walls and ceiling, filters can be removed and are easily cleanable and so constructed to prevent grease from dripping onto food, food contact equipment or surfaces, utensils and linens. (Ref: Section 2.8 FRFSC)		
6	Mechanical ventilation installed in accordance with National Building Code. (Ref: Section 2.8 FRFSC)		
7	Water from an approved source that meets GCDWQ and/or Prov/Terr. (Ref: Section 2.10 FRFSC) *		
8	Sufficient hot and cold running water with adequate pressure to meet peak demands. (Ref: Section 2.10 FRFSC) *		
9	Premises provided with an approved sewage disposal. (Ref: Section 2.11 FRFSC)		
10	Washrooms (Ref: Section 2.15 FRFSC)		

	REQUIREMENTS	C	NC
B. PERSONNEL HYGIENE			
11	Uniforms/outer garments clean. (Ref: Section 5.2 FRFSC)		
12	Adequate hand washing facilities provided. (Ref: Section 2.14 FRFSC)		
13	Hand washing signs conspicuously posted. (Ref: Section 2.14 FRFSC)		
14	Proper hand washing procedures followed by all food handlers (Ref: Section 5.6 FRFSC) *		
15	No smoking in food preparation area or while serving the food. (Ref: Section 5.5 FRFSC)		
16	Proper wound and infection control. (Ref: Section 5.8 and 5.9FRFSC).*		
C. FOOD STORAGE			
17	Surfaces clean, tidy and well maintained..		
18	Raw, cooked or ready to eat foods are stored separately. (Ref: Section 3.5.1 FRFSC) *		
19	Food items protected against contamination. (Ref. section 3.5.1 & 3.5.2 FRFSC)		
20	Food stored at least 15 cm (6 in.) off the floor on racks, shelves or pallets and durable, easily cleaned and are kept in good repair and so located to facilitate easy cleaning under and behind. (Ref. section 2.9 FRFSC)		
21	Where required food items date-marked (FIFO). (Ref: Section 3.7.4 FRFSC)		
22	Adequate mechanical refrigeration provided for storage of Potentially Hazardous Foods. (Ref: Section 3.3.3 FRFSC) *		
23	Time/temperature of raw animal foods controlled. (Ref: Appendix B, FRFSC) *		
24	Adequate temperature control for hot and cold foods. (Ref: Section 3.3- 3.3.12 FRFSC)*		
25	Thawing carried out in an approved manner.(Ref: Section 3.3.2 FRFSC)*		

	REQUIREMENTS	C	NC
D. PREPARATION/HANDLING OF FOOD			
26	Food and food ingredients are from an approved source .(Ref: Section 3.2.1.1 FRFSC)*		
27	Food handler training provided and employees are aware of good hygiene practices. (Ref: Section 6.3.2 FRFSC)*		
28	Food flow is in one direction from receiving to storage to preparation to packaging/serving (Ref: Section 2.2.1FRFSC)		
29	Food contact surfaces well constructed, well maintained, washable and easy to clean. (Ref: Section 4.1.4 FRFSC)		
30	Raw fruits and vegetables thoroughly washed in potable water to remove soil and contaminants before being cut, combined with other ingredients, cooked, served, or offered for human consumption in ready-to-eat form. (Ref: Section 3.5.1 FRFSC)		
31	Outer packaging material minimized in the production area.		
E. CLEANING AND SANITATION			
32	All cleaning/sanitizing chemical agents stored separately and correctly labelled. (Ref: Section 4.4 FRFSC)		
33	Written cleaning and sanitation program in place which includes food contact and non-food contact surfaces. (Ref: Sections 4.2.1- 4.2.4 FRFSC)		
34	Adequate dishwashing method used. (Ref: Sections 4.2.6 to 4.2.8 FRFSC) *		
35	Food Contact surfaces sanitized after cleaning (Ref: Section 4.2.5 FRFSC) *		
F. GENERAL HOUSEKEEPING			
36	Covered garbage receptacles of sufficient size provided (Ref: Section 2.11 FRFSC)		
37	Garbage removed with sufficient frequency (Ref: Section 4.5.1 FRFSC)		
38	Waste bins are well maintained and cleaned regularly to minimize odours and other conditions that attract or harbour insects and rodents (Ref: Section 4.1.13 FRFSC)		

REQUIREMENTS		C	NC
G. PEST MANAGEMENT			
39	No signs of insects, rodents, birds or other pests and a pest management program in place. (Ref: Sections 4.3.1 & 4.3.2 FRFSC) *		
40	Windows are screened, doors kept closed. (Ref: Section 2.20 FRFSC)		

REQUIREMENTS		C	NC
I. POTABLE WATER SYSTEMS			
41	Ice storage cabinets clean and sanitary.		
42	Water to make ice or other cold liquids for consumption is from an approved source and meets GCDWQ and/or Prov/Terr. (Ref: Sections 2.10 and 3.43 FRFSC) * *[p17 t18]		

COMMENTS	
ITEM #	

Signature of Inspector: _____

Signature of Food Services Manager: _____

Facility/ Operation	All- Inclusive Annual Site Inspection Cost Award Date to Mar 31, 2021	All- Inclusive Additional Site Inspection Cost. Award Date to Mar. 31, 2021	All- Inclusive Annual Site Inspection Cost Apr. 1, 2021 to Mar. 31 2022	All- Inclusive Additional Site Inspection Cost Apr. 1, 2021 to Mar. 31, 2022	All- Inclusive Annual Site Inspection Cost Apr. 1, 2022 to Mar. 31, 2023	All- Inclusive Additional Site Inspection Cost Apr. 1, 2022 to Mar. 31, 2023	All- Inclusive Annual Site Inspection Cost Apr. 1, 2023 to Mar. 31, 2024	All- Inclusive Additional Site Inspection Cost Apr. 1, 2023 to Mar. 31, 2024	All- Inclusive Annual Site Inspection Cost Apr. 1, 2024 to Mar. 31, 2025	All- Inclusive Additional Site Inspection Cost Apr. 1, 2024 to Mar. 31, 2025
<i>Manitoba</i>										
Stony Mountain Minimum										
Stony Mountain Institution										
TOTAL										
GRAND TOTAL										

A fee will be charged as per site inspection visit as outlined in **Schedule III**, the term “Annual” will refer to a site specific Food Services facility inspection that will be done April 1 to March 31, as per an agreed upon coordinated schedule to reduce cost.

The term “additional” will refer to a site specific Food Services inspection that is in excess of once a year, and will be upon request of the site or Project Officer.

The term “all-inclusive” will refer to any and all costs involved in executing the contract, including (but not limited to) living allowances, all travel, meals, incidentals, and other expenses.

No other fees will be accepted

2.0 Applicable Taxes

- (a) 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.
- (b) The estimated Applicable Taxes of \$ To Be Inserted at Contract Award are included in the total estimated cost shown on page 1 of this Contract. The estimated Applicable Taxes will be incorporated into all invoices and progress claims and shown as a separate item on invoices and progress claims. All items that are zero-rated, exempt, or to which taxes do not apply, are to be identified as such on all invoices. The Contractor agrees to remit to Canada Revenue Agency (CRA) any amounts of Applicable Taxes paid or due.



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat 50100-20-325 9407
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 Correctional Services of Canada	2. Branch or Directorate / Direction générale ou Direction Prairie Region Headquarters, Technical Services	
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail To provide Health and Sanitation Inspections within the Food Services Departments of Federal Institutions, in the Prairie Region		
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 checked="" type="checkbox"/> No / Non <input 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 type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui RD	
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 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"/>	
Not releasable / A ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	
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 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"/>



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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? No Yes
 Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC designés PROTÉGÉS et/ou CLASSIFIÉS? Non 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? No Yes
 Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? Non Oui

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

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

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

- | | | | |
|---|---|---|--|
| <input 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 | | | |

**Contractor/Offerer will be escorted at all times /
 L'entrepreneur / l'offrant doit être escorté en tout temps**

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? No Yes
 Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? Non Oui
 If Yes, will unscreened personnel be escorted?
 Dans l'affirmative, le personnel en question sera-t-il escorté? Non Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11 a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises? No Yes
 Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? Non Oui

11 b) Will the supplier be required to safeguard COMSEC information or assets? No Yes
 Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? Non Oui

PRODUCTION

11 c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises? No Yes
 Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? Non Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11 d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data? No Yes
 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? Non Oui

11 e) Will there be an electronic link between the supplier's IT systems and the government department or agency? No Yes
 Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? Non Oui



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 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 / CLASSIFIÉE			NATO				COMSEC						
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTRIÉE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COMSEC TOP SECRET / COMSEC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET	
											A	B	C				
Information Assets / Requipements / Biens Production																	
IT Media / Support TI																	
IT Link / Lien d'information																	

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?
 RD 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?
 RD 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).



Contract Number / Numéro du contrat 50100-20-3259407
Security Classification / Classification de sécurité

PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Andy Boudreau	Title - Titre Regional Food Services Manager	Signature 	
Telephone No. - N° de téléphone 306-659 9410	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel andy.boudreau@csc-scc.gc.ca	Date June 18, 2019
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Rita Dubois A/Contract Security Analyst	Title - Titre	Signature 	
Telephone No. - N° de téléphone 613-992-8995	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel RITA.DUBOIS@CSC-SCC.GC.CA	Date 2019-10-30
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?			RD <input checked="" type="checkbox"/> No / <input type="checkbox"/> Yes Non / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées) Janet Nelson	Title - Titre Procurement Officer	Signature 	
Telephone No. - N° de téléphone 306 659 9252	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel 501contracts@csc-scc.gc.ca	Date Oct. 18/19.
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées) Rita Dubois A/Contract Security Analyst	Title - Titre	Signature	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date 2019-10-30



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
 - d. Email address

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 the 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

#	Mandatory Technical Criteria	Documentation Required	Met/Not Met
M1	Current Certification by the Canadian Institute of Public Health (CIPHI) or Graduate from a Recognized Institution in the following fields of study: -Occupational and Public Health - Health Sciences - Environmental Health	Official Certification Document <u>must be attached to this tender.</u> Document must be current, Signed and Dated.	
M2	Minimum 3 years experience as a health inspector in a food processing plant or institutional/commercial Food Services facility	Must attach a document with the below information: Facility Name Address # of Years Dates of each Experience Contact Person Email Address	

Evaluation Method:

Lowest Price will determine the award of this contract.

Lowest price will be determined by adding together the Annual Inspection Cost (All-inclusive Rate) for the four years quoted.

NOTE: In case of a tie, the bid received at CSC Regional Headquarters, stamped first by the date and time will be recommended for contract award.