

**RETURN BIDS TO :**

**RETOURNER LES  
SOUSSIONS À:**

[aadnc.soumissionbid.aandc@canada.ca](mailto:aadnc.soumissionbid.aandc@canada.ca)

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

**Proposal To:** Indigenous Services Canada

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

**Proposition aux:** Services aux Autochtones Canada

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

<b>Title – Sujet</b> Selection of a various health professionals and academic specialists as members of the Non-Insured Health Benefits (NIHB) Medical Supplies and Equipment Advisory Committee (MSEAC) / Sélection de divers professionnels de la santé et de spécialistes universitaires comme membres du Comité consultatif sur l'équipement médical et les fournitures médicales (CCEMFM) des Services de santé non assurés (SSNA)	
<b>Solicitation No. – N° de l'invitation</b> 1000213742	<b>Date</b> May 4, 2020 / 4 mai 2020
<b>Client Reference No. – N° référence du client</b> N/A	
<b>GETS Reference No. – N° de reference de SEAG</b> PW-20-00913798	
<b>File No. – N° de dossier</b> N/A	<b>CCC No. / N° CCC - FMS No. / N° VME</b> N/A
<b>Solicitation Closes – L'invitation prend fin</b> <b>at – à 02:00 PM / 14 hr</b> <b>on – le May 28, 2020 / 28 mai 2020</b>	
<b>Time Zone</b> Fuseau horaire Eastern Standard Time EST	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Inquiries to : - Adresser toutes questions à:</b> <a href="mailto:christine.madore@canada.ca">christine.madore@canada.ca</a>	<b>Buyer Id – Id de l'acheteur</b> CE8
<b>Telephone No. – N° de téléphone :</b>	<b>FAX No. – N° de FAX</b> N/A
<b>Destination – of Goods, Services, and Construction:</b> <b>Destination – des biens, services et construction :</b>  NCR/RCN	

**Instructions : See Herein**  
**Instructions: Voir aux présentes**

**Comments - Commentaires**

**Ce document contient une sécurité  
Exigence - This document contains a Security  
Requirement**

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

**Issuing Office – Bureau de distribution**  
Indigenous Services Canada/ Services aux  
Autochtones Canada

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

**December 2019 Medium Complexity Bid Solicitation and Resulting Contract Template (MC)**

**TABLE OF CONTENTS**

**PART 1 - GENERAL INFORMATION ..... 4**

1.1 SECURITY REQUIREMENTS ..... 4

1.2 STATEMENT OF WORK ..... 4

1.3 COMPREHENSIVE LAND CLAIMS AGREEMENT(S) - REMOVED ..... 4

1.4 SET-ASIDE UNDER THE FEDERAL GOVERNMENT PROCUREMENT STRATEGY FOR ABORIGINAL BUSINESS (PSAB)..... 4

1.5 DEBRIEFINGS ..... 5

**PART 2 - BIDDER INSTRUCTIONS ..... 6**

2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS ..... 6

2.2 SUBMISSION OF BIDS ..... 6

2.3 FORMER PUBLIC SERVANT ..... 6

2.4 ENQUIRIES - BID SOLICITATION ..... 8

2.5 APPLICABLE LAWS ..... 8

**PART 3 - BID PREPARATION INSTRUCTIONS..... 9**

3.1 BID PREPARATION INSTRUCTIONS..... 9

**ATTACHMENT 1 TO PART 3, PRICING SCHEDULE ..... 11**

**PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION ..... 13**

4.1 EVALUATION PROCEDURES ..... 13

4.2 BASIS OF SELECTION ..... 97

**PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION ..... 99**

5.1 CERTIFICATIONS REQUIRED WITH THE BID ..... 99

5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION..... 99

**PART 6 - RESULTING CONTRACT CLAUSES ..... 101**

6.1 SECURITY REQUIREMENTS ..... 101

6.2 STATEMENT OF WORK ..... 102

6.3 STANDARD CLAUSES AND CONDITIONS ..... 102

6.4 TERM OF CONTRACT ..... 103

6.5 AUTHORITIES ..... 103

6.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS..... 104

6.7 PAYMENT ..... 104

6.8 INVOICING INSTRUCTIONS ..... 106

6.9 CERTIFICATIONS AND ADDITIONAL INFORMATION ..... 106

6.10 APPLICABLE LAWS ..... 106

6.11 PRIORITY OF DOCUMENTS ..... 107

6.12 SPECIFIC PERSON(S) ..... 107

6.13 REPLACEMENT OF SPECIFIC INDIVIDUALS ..... 107

6.14 INSURANCE - NO SPECIFIC REQUIREMENT ..... 107

**ANNEX "A" ..... 109**

STATEMENT OF WORK ..... 109

**ANNEX "B" ..... 117**

BASIS OF PAYMENT ..... 117

**ANNEX "C"** ..... **120**  
SECURITY REQUIREMENTS CHECK LIST ..... 120

**ANNEX "D"** ..... **130**  
MEDICAL SUPPLIES AND EQUIPMENT ADVISORY COMMITTEE – TERMS OF REFERENCE ..... 130

**ANNEX "E"** ..... **139**  
CERTIFICATION – SAN'YAS INDIGENOUS CULTURAL SAFETY ONLINE TRAINING ..... 139

**ANNEX "F"** ..... **140**  
CERTIFICATION – INTEREST IN BEING APPOINTED CHAIR OR VICE-CHAIR OF THE NON-INSURED HEALTH BENEFITS MEDICAL SUPPLIES AND EQUIPMENT ADVISORY COMMITTEE (MSEAC)..... 140

**ANNEX "G"** ..... **141**  
CERTIFICATION - FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY ..... 141

**ANNEX "H"** ..... **142**  
NON-DISCLOSURE AGREEMENT ..... 142

**ANNEX "I"** ..... **143**  
DISCLOSURE OF CONFLICT OF INTEREST AGREEMENT ..... 143

**FORM "5"** ..... **144**  
CERTIFICATION - SET-ASIDE FOR ABORIGINAL BUSINESS..... 144

## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

1. Before award of a contract, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
  - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
  - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
  - (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. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

### **1.2 Statement of Work**

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

### **1.3 Comprehensive Land Claims Agreement(s) - Removed**

### **1.4 Set-aside under the Federal Government Procurement Strategy for Aboriginal Business (PSAB)**

This is an open tender. However, it will be set-aside under the Government of Canada's Procurement Strategy for Aboriginal Business (PSAB) if two or more bids have been received by Aboriginal businesses who are certified under the Procurement Strategy for Aboriginal Business (PSAB) criteria and who may be listed in the Government of Canada's Indigenous Business Directory (<https://www.aadnc-aandc.gc.ca/eng/1100100033057/1100100033058>). If your Aboriginal business is not yet registered in the Indigenous Business Directory, please do so at the link provided above. If bids from two or more Aboriginal businesses are compliant with the terms of the Request for Proposal, the contracting authority will limit the competition to those Aboriginal businesses and will not consider bids from any non-Aboriginal businesses that may have been submitted. If the bids from the Aboriginal businesses are found to be non-compliant or non-responsive or are withdrawn, such that fewer than two compliant bids from Aboriginal businesses remain, bids from all of the non-Aboriginal businesses that had submitted bids will then be considered by the contracting authority.

## 1.5 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.

## 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.

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 3.a) of Section 01, Integrity Provisions - Bid of the Standard Instructions (2003) incorporated by reference above is deleted in its entirety and replaced with the following:

- a. at the time of submitting an arrangement under the Request for Supply Arrangements (RFSA), the Bidder has already provided a list of names, as requested under the [Ineligibility and Suspension Policy](#). During this procurement process, the Bidder must immediately inform Canada in writing of any changes affecting the list of names“.

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

Delete: 60 days

Insert: 240 days

### 2.2 Submission of Bids

Bids must be submitted electronically only to Indigenous Services Canada (ISC) by the date, time and email address indicated on page of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile to ISC 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 the province of Ontario.

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



## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

Canada requests that the Bidder submits its bid electronically in accordance with section 08 of the 2003 standard instructions and as amended in Part 2 – Bidder Instructions, Article 2.1 Standard Instructions, Clauses and Conditions. Bidders are required to provide their bid in a single transmission. The total size of the email, including all attachments, must not exceed 10 megabytes (MB). It is solely the Bidder's responsibility to ensure that the total size of the email does not exceed this limit. The bid must be gathered per section and separated as follows:

- Section I: Technical Bid
- Section II: Financial Bid
- Section III: Certifications
- Section IV: Additional Information

#### **Section I: Technical Bid**

**Attention:** Bidders must submit separate bid for each of the stream(s) they wish to bid on. Bidders cannot submit a bid including multiple streams.

In their technical bid, Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

#### **Section II: Financial Bid**

Bidders must submit their financial bid in Canadian funds and in accordance with the pricing schedule detailed in Attachment 1 to Part 3. Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

##### **3.1.1 Electronic Payment of Invoices – Bid**

The method of invoice payment by Indigenous Services Canada (ISC) is by direct deposit to the Contractor's financial institution of choice.

##### **3.1.2 Exchange Rate Fluctuation**

*SACC Manual* clause [C3011T](#) (2013-11-06), Exchange Rate Fluctuation

#### **Section III: Certifications**

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

#### **Section IV: Additional Information**

##### **3.1.3 Bidder's Proposed Sites or Premises Requiring Safeguarding Measures**

**3.1.3.1** As indicated in Part 1 under Security Requirements, the Bidder must provide the full addresses of the Bidder's and proposed individuals sites or premises for which safeguarding measures are required for Work Performance:

Street Number / Street Name, Unit / Suite / Apartment Number  
City, Province, Territory / State  
Postal Code / Zip Code  
Country

- 3.1.3.2** The Company Security Officer must ensure through the Contract Security Program that the Contractor and individuals hold a valid security clearance at the required level, as indicated in Part 1, clause 1.1, Security Requirements.

### ATTACHMENT 1 TO PART 3, PRICING SCHEDULE

The Bidder must complete this pricing schedule and include it in its financial bid. The financial evaluation will be based on the sum of the firm per diem rates and firm preparation rates for the Contract Period, including all Option Periods. This is for evaluation purposes only.

#### **Proposed Rate and Preparation Rate**

The proposed per diem rate must not exceed \$1,000.00 for the Initial Contract Period, and each option period. For teleconferences and meetings, the preparation work will be remunerated at 25% of the per diem rate.

#### **Chair and Vice-Chair**

The Chair and Vice-Chair will be paid an additional 20% and 10% respectively above the bidder's per diem rate quoted for the initial period of the Contract and each option period should it be exercised. The preparation rate will be remunerated at 25% of the per diem rate.

#### **Definition of a Day/Proration**

A day is defined as 7.5 hours and half day as 3.75 hours exclusive of meals breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked which is more or less than a day will be prorated to reflect actual time worked in accordance with the following formula:

$$\text{(Hours worked} \times \text{applicable firm per diem rate)} \div 7.5 \text{ hours}$$

- a) All proposed consultant must be available to work outside normal office hours during the duration of the Contract.
- b) No overtime charges will be authorized under the Contract. All time worked will be compensated according to paragraph above.

**PRICING SCHEDULE**

Add Stream # and Profession: \_\_\_\_\_

Add Name of Resource: \_\_\_\_\_

Period of Contract	A	B	C	D	Total (CDN\$)  Excluding applicable taxes	Insert if applicable, San'yas Indigenous Cultural Safety Online Training (2 days at the per diem rate)	Travel and Living Expenses (applicable taxes included)
	Insert Per Diem Rate (CDN\$)	Estimated Level of Effort (in days)	Insert Preparation Rate (CDN\$)	Estimated Level Preparation (in days)			
Initial Contract Period: From Contract Award Date to March 31, 2021	\$	5.5	\$	1.375	\$	\$	\$4,708.00
Option Contract Period 1 - From April 1, 2021 to March 31, 2022	\$	5.5	\$	1.375	\$	N/A	\$4,708.00
Option Contract Period 2 - From April 1, 2022 to March 31, 2023	\$	5.5	\$	1.375	\$	N/A	\$4,708.00
Option Contract Period 3 - From April 1, 2023 to March 31, 2024	\$	5.5	\$	1.375	\$	N/A	\$4,708.00
<b>Average Rate (A x B) + (C x D) / 4</b>					<b>\$</b>		

**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 and a member of the Assembly of First Nations will evaluate the bids.

**4.1.1 Technical Evaluation - Stream 1 to 19 each includes:**

- 4.1.1.1 Mandatory Technical Criteria**
- 4.1.1.2 Point Rated Technical Criteria**

**Stream 1: Registered Nurse or Nurse Practitioner**

**4.1.1 Technical Evaluation**

**4.1.1.1 Mandatory Technical Criteria**

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

**Attention Bidders: Write beside each of the criteria the relevant page number(s) from your proposal which addresses the requirement identified in the criteria.**

Item	Mandatory Technical Criteria	Reference to proposal (Bidder must insert the reference page #)	Cross Reference to bid (page #)
<b>M1</b>	<p><b>Licensing Certification</b></p> <p>The Bidder's proposed resource <b>MUST</b> be a <b>Canadian registered nurse or nurse practitioner</b>, licensed/registered in their respective specialty and in good standing with the regulatory body of the province/territory in which they practice.</p> <p>Proof of Good Standing:</p> <ul style="list-style-type: none"> <li>• A copy of their licensing/registration, including a copy of their letter of good standing from a Canadian Provincial/Territorial regulatory body <b>MUST</b> be submitted with the technical bid.</li> </ul>		

Item	Mandatory Technical Criteria	Reference to proposal (Bidder must insert the reference page #	Cross Reference to bid (page #)
<b>M2</b>	<p><b>Years of Clinical Experience</b></p> <p>The Bidder's proposed resource as a <b>registered nurse or nurse practitioner</b> MUST have a minimum of sixty (60) months cumulative clinical experience (direct client care) working full-time, or an equivalent number of hours part-time, as a certified <b>registered nurse or nurse practitioner</b> in the last one hundred and twenty (120) months outlining for each relevant experience the following information:</p> <ol style="list-style-type: none"> <li>the location in which the work was performed;</li> <li>the name of the Project Authority or contact name, address, telephone number and email address;</li> <li>the start and end date (month and year) of the work experience; and</li> <li>a brief description of the work performed and the clientele served.</li> </ol> <p>* Direct Client Care Definition: may involve any aspect of the health care of a client, including treatment, counseling, in-service for self-care, education, and administration of medication.</p> <p>Experience can be cumulative and must be identified in months and cannot overlap.</p>		

**4.1.1.2 Point Rated Technical Criteria**

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the tables inserted below.

Bids which fail to obtain the required minimum number of points specified will be declared non-responsive. Each point rated technical criterion should be addressed separately.

**Attention Bidders: Write beside each of the criteria the relevant page number(s) from your proposal which addresses the requirement identified in the criteria.**

Item	Point Rated Technical Criteria	Reference to proposal (Bidder must insert the reference page #	Maximum Points allocated for the criteria	Minimum points required	Bidder's Score
<b>R1</b>	<b>Clinical experience working with First Nations and Inuit clients</b>		<b>5</b>	<b>N/A</b>	

	<p>The Bidder's proposed resource should demonstrates clinical experience working with First Nations or Inuit populations and/or communities, outlining the following information:</p> <ul style="list-style-type: none"> <li>a. the location in which the work was performed;</li> <li>b. the name of the Project Authority or contact name, address, telephone number and email address;</li> <li>c. the start and end date (month and year) of the work experience; and</li> <li>d. a brief description of the work performed and the clientele served.</li> </ul> <p><b>Scoring:</b></p> <p>1 point for each year (12 months) of experience for a maximum of 5 points.</p> <p>Experience can be cumulative and must be identified in months and cannot overlap.</p>				
<p><b>R2</b></p>	<p><b>Experience collaborating with other health professionals in an advisory capacity on health issues</b></p> <p>The Bidder's proposed resource should demonstrate experience working collaboratively with other health professionals or health professional groups in an advisory capacity, outlining the following information:</p> <ul style="list-style-type: none"> <li>a. the location in which the work was performed;</li> <li>b. the name of the Project Authority or contact name, address, telephone number and email address;</li> <li>c. the start and end date (month and year) of the work experience; and</li> <li>d. a brief description of the work performed and the clientele served.</li> </ul> <p><b>Scoring:</b></p> <p>(0 to 6 months experience = 0 points          (6+ to 12 months experience) = 3 points          (12+ months experience = 5 points</p> <p>Experience can be cumulative and must be identified in months and cannot overlap.</p>		<p><b>5</b></p>	<p><b>N/A</b></p>	

<p><b>R3</b></p>	<p><b>Research</b></p> <p>The Bidder's proposed resource should demonstrate experience conducting or participating in data or research analysis activities, outlining the following information:</p> <ol style="list-style-type: none"> <li>a. the location in which the work was performed;</li> <li>b. the name of the Project Authority or contact name, address, telephone number and email address;</li> <li>c. the start and end date (month and year) of the work experience; and</li> <li>d. a brief description of the work performed and the clientele served.</li> </ol> <p><b>Scoring:</b></p> <p>1 point for each year (12 months) of experience for a maximum of 5 points.</p> <p>Experience can be cumulative and must be identified in months and cannot overlap.</p>		<p><b>5</b></p>	<p><b>N/A</b></p>	
<p><b>R4</b></p>	<p><b>Age Category of clients</b></p> <p>The bidder's proposed resource as a <b>registered nurse or nurse practitioner</b> should have clinical experience with different age categories of clients outlining the following information:</p> <ol style="list-style-type: none"> <li>a. the location in which the work was performed;</li> <li>b. the name of the Project Authority or contact name, address, telephone number and email address;</li> <li>c. the start and end date (month and year) of the work experience; and</li> <li>d. a brief description of the work performed and the clientele served.</li> </ol> <p>Age category scale:</p> <ul style="list-style-type: none"> <li>- Infants: (0 to 2 years)</li> <li>- Children: (2+ to 12 years)</li> <li>- Adolescents: (12+ to 18 years )</li> <li>- Adults: (18+ to 64 years)</li> <li>- Seniors: (65+ years)</li> </ul>		<p><b>5</b></p>		



	<p><b>Scoring:</b></p> <p>One (1) point will be allotted for experience with each different age category of client indicated in the above scale, up to a maximum of five (5) points.</p>				
<b>TOTAL MAXIMUM POINTS</b>			20		
MINIMUM POINTS REQUIRED TO PASS			12		

## Stream 2: Family Physician

### 4.1.1 Technical Evaluation

#### 4.1.1.1 Mandatory Technical Criteria

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

**Attention Bidders: Write beside each of the criteria the relevant page number(s) from your proposal which addresses the requirement identified in the criteria.**

Item	Mandatory Technical Criteria	Reference to proposal (Bidder must insert the reference page #)	Cross Reference to bid (page #)
<b>M1</b>	<p><b>Licensing Certification</b></p> <p>The Bidder's proposed resource MUST be a <b>Canadian family physician</b>, licensed/registered in their respective specialty and in good standing with the regulatory body of the province/territory in which they practice.</p> <p>Proof of Good Standing:</p> <ul style="list-style-type: none"> <li>• A copy of their licensing/registration, including a copy of their letter of good standing from a Canadian Provincial/Territorial regulatory body MUST be submitted with the technical bid.</li> </ul>		
<b>M2</b>	<p><b>Years of Clinical Experience</b></p> <p>The Bidder's proposed resource as a family <b>physician</b> MUST have a minimum of sixty (60) months cumulative clinical experience (direct client care) working full-time, or an equivalent number of hours part-time, as a certified <b>physician</b> in the last one hundred and twenty (120) months outlining for each relevant experience the following information:</p> <ol style="list-style-type: none"> <li>a. the location in which the work was performed;</li> <li>b. the name of the Project Authority or contact name, address, telephone number and email address;</li> <li>c. the start and end date (month and year) of the work experience; and</li> <li>d. a brief description of the work performed and the clientele served.</li> </ol> <p>* Direct Client Care Definition: may involve any aspect of the health care of a client, including treatment, counseling,</p>		

	<p>in-service for self-care, education, and administration of medication.</p> <p>Experience can be cumulative and must be identified in months and cannot overlap.</p>		
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**4.1.1.2 Point Rated Technical Criteria**

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the tables inserted below.

Bids which fail to obtain the required minimum number of points specified will be declared non-responsive. Each point rated technical criterion should be addressed separately.

**Attention Bidders: Write beside each of the criteria the relevant page number(s) from your proposal which addresses the requirement identified in the criteria.**

Item	Point Rated Technical Criteria	Reference to proposal (Bidder must insert the reference page #	Maximum Points allocated for the criteria	Minimum points required	Bidder's Score
R1	<p><b>Clinical experience working with First Nations and Inuit clients</b></p> <p>The Bidder's proposed resource should demonstrates clinical experience working with First Nations or Inuit populations and/or communities, outlining the following information:</p> <ul style="list-style-type: none"> <li>a. the location in which the work was performed;</li> <li>b. the name of the Project Authority or contact name, address, telephone number and email address;</li> <li>c. the start and end date (month and year) of the work experience; and</li> <li>d. a brief description of the work performed and the clientele served.</li> </ul> <p><b>Scoring:</b></p> <p>1 point for each year (12 months) of experience for a maximum of 5 points.</p> <p>Experience can be cumulative and must be identified in months and cannot overlap.</p>		5	N/A	

Item	Point Rated Technical Criteria	Reference to proposal (Bidder must insert the reference page #	Maximum Points allocated for the criteria	Minimum points required	Bidder's Score
R2	<p><b>Experience collaborating with other health professionals in an advisory capacity on health issues</b></p> <p>The Bidder's proposed resource should demonstrate experience working collaboratively with other health professionals or health professional groups in an advisory capacity, outlining the following information:</p> <ol style="list-style-type: none"> <li>the location in which the work was performed;</li> <li>the name of the Project Authority or contact name, address, telephone number and email address;</li> <li>the start and end date (month and year) of the work experience; and</li> <li>a brief description of the work performed and the clientele served.</li> </ol> <p><b>Scoring:</b>  (0 to 6 months) = 0 points  (6+ to 12 months experience) = 3 points  (12+ months) = 5 points</p> <p>Experience can be cumulative and must be identified in months and cannot overlap.</p>		5	N/A	
R3	<p><b>Research</b></p> <p>The Bidder's proposed resource should demonstrate experience conducting or participating in data or research analysis activities, outlining the following information:</p> <ol style="list-style-type: none"> <li>the location in which the work was performed;</li> <li>the name of the Project Authority or contact name, address, telephone number and email address;</li> <li>the start and end date (month and year) of the work experience; and</li> </ol>		5	N/A	

	<p>d. a brief description of the work performed and the clientele served.</p> <p><b>Scoring:</b></p> <p>1 point for each year (12 months) of experience for a maximum of 5 points.</p> <p>Experience can be cumulative and must be identified in months and cannot overlap.</p>				
<b>R4</b>	<p><b>Age Category of clients</b></p> <p>The bidder's proposed resource as a family <b>physician</b> should have clinical experience with different age categories of clients outlining the following information:</p> <p>a. the location in which the work was performed;</p> <p>b. the name of the Project Authority or contact name, address, telephone number and email address;</p> <p>c. the start and end date (month and year) of the work experience; and</p> <p>d. a brief description of the work performed and the clientele served.</p> <p>Age category scale:</p> <ul style="list-style-type: none"> <li>- Infants: (0 to 2 years)</li> <li>- Children: (2+ to 12 years)</li> <li>- Adolescents (12+ to 18 years )</li> <li>- Adults (18+ to 64 years)</li> <li>- Seniors (65+ years)</li> </ul> <p><b>Scoring:</b></p> <p>One (1) point will be allotted for experience with each different age category of client indicated in the above scale, up to a maximum of five (5) points.</p>		<b>5</b>		
<b>TOTAL MAXIMUM POINTS</b>			20		
MINIMUM POINTS REQUIRED TO PASS			12		

## Stream 3: Public Health Physician or Nurse

### 4.1.1 Technical Evaluation

#### 4.1.1.1 Mandatory Technical Criteria

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

**Attention Bidders: Write beside each of the criteria the relevant page number(s) from your proposal which addresses the requirement identified in the criteria.**

Item	Mandatory Technical Criteria	Reference to proposal (Bidder must insert the reference page #	Cross Reference to bid (page #)
M1	<p><b>Licensing Certification</b></p> <p>The Bidder's proposed resource MUST be a <b>Canadian public health physician or nurse</b>, licensed/registered in their respective specialty and in good standing with the regulatory body of the province/territory in which they practice, and registered with either the Canadian Public Health Association (CPHA) or the Public Health Physicians of Canada (PHPC).</p> <p>Proof of Good Standing:</p> <ul style="list-style-type: none"> <li>• A copy of their licensing/registration, including a copy of their letter of good standing from a Canadian Provincial/Territorial regulatory body MUST be submitted with the technical bid including the membership information for either CPHA or PHPC.</li> </ul>		
M2	<p><b>Years of Clinical Experience</b></p> <p>The Bidder's proposed resource as a <b>public health physician or nurse</b> MUST have a minimum of sixty (60) months cumulative clinical experience (direct client care) working full-time, or an equivalent number of hours part-time, as a certified <b>public health physician or nurse</b> in the last one hundred and twenty (120) months outlining for each relevant experience the following information:</p> <ol style="list-style-type: none"> <li>a. the location in which the work was performed;</li> <li>b. the name of the Project Authority or contact name, address, telephone number and email address;</li> <li>c. the start and end date (month and year) of the work experience; and</li> <li>d. a brief description of the work performed and the</li> </ol>		

	<p>clientele served.</p> <p>* Direct Client Care Definition: may involve any aspect of the health care of a client, including treatment, counseling, in-service for self-care, education, and administration of medication.</p> <p>Experience can be cumulative and must be identified in months and cannot overlap.</p>		
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**4.1.1.2 Point Rated Technical Criteria**

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the tables inserted below.

Bids which fail to obtain the required minimum number of points specified will be declared non-responsive. Each point rated technical criterion should be addressed separately.

**Attention Bidders: Write beside each of the criteria the relevant page number(s) from your proposal which addresses the requirement identified in the criteria.**

Item	Point Rated Technical Criteria	Reference to proposal (Bidder must insert the reference page #)	Maximum Points allocated for the criteria	Minimum points required	Bidder's Score
<b>R1</b>	<p><b>Clinical experience working with First Nations and Inuit clients</b></p> <p>The Bidder's proposed resource should demonstrates clinical experience working with First Nations or Inuit populations and/or communities, outlining the following information:</p> <ul style="list-style-type: none"> <li>a. the location in which the work was performed;</li> <li>b. the name of the Project Authority or contact name, address, telephone number and email address;</li> <li>c. the start and end date (month and year) of the work experience; and</li> <li>d. a brief description of the work performed and the clientele served.</li> </ul> <p><b>Scoring:</b></p> <p>1 point for each year (12 months) of experience for a maximum of 5 points.</p> <p>Experience can be cumulative and must be</p>		<b>5</b>	<b>N/A</b>	

	identified in months and cannot overlap.				
<b>R2</b>	<p><b>Experience collaborating with other health professionals in an advisory capacity on health issues</b></p> <p>The Bidder's proposed resource should demonstrate experience working collaboratively with other health professionals or health professional groups in an advisory capacity, outlining the following information:</p> <ol style="list-style-type: none"> <li>a. the location in which the work was performed;</li> <li>b. the name of the Project Authority or contact name, address, telephone number and email address;</li> <li>c. the start and end date (month and year) of the work experience; and</li> <li>d. a brief description of the work performed and the clientele served.</li> </ol> <p><b>Scoring:</b>  (0 to 6 months) = 0 points  (6+ to 12 months experience) = 3 points  (12+ months) = 5 points</p> <p>Experience can be cumulative and must be identified in months and cannot overlap.</p>		<b>5</b>	<b>N/A</b>	
<b>R3</b>	<p><b>Research</b></p> <p>The Bidder's proposed resource should demonstrate experience conducting or participating in data or research analysis activities, outlining the following information:</p> <ol style="list-style-type: none"> <li>a. the location in which the work was performed;</li> <li>b. the name of the Project Authority or contact name, address, telephone number and email address;</li> <li>c. the start and end date (month and year) of the work experience; and</li> <li>d. a brief description of the work performed and the clientele served.</li> </ol> <p><b>Scoring:</b>  1 point for each year (12 months) of experience for a maximum of 5 points.</p>		<b>5</b>	<b>N/A</b>	



	Experience can be cumulative and must be identified in months and cannot overlap.				
<b>R4</b>	<p><b>Age Category of clients</b></p> <p>The bidder's proposed resource as a <b>registered nurse or nurse practitioner</b> should have clinical experience with different age categories of clients outlining the following information:</p> <ol style="list-style-type: none"> <li>the location in which the work was performed;</li> <li>the name of the Project Authority or contact name, address, telephone number and email address;</li> <li>the start and end date (month and year) of the work experience; and</li> <li>a brief description of the work performed and the clientele served.</li> </ol> <p>Age category scale:</p> <ul style="list-style-type: none"> <li>- Infants: (0 to 2 years)</li> <li>- Children: (2+ to 12 years)</li> <li>- Adolescents: (12+ to 18 years )</li> <li>- Adults: (18+ to 64 years)</li> <li>- Seniors: (65+ years)</li> </ul> <p><b>Scoring:</b></p> <p>One (1) point will be allotted for experience with each different age category of client indicated in the above scale, up to a maximum of five (5) points.</p>		<b>5</b>		
<b>TOTAL MAXIMUM POINTS</b>			20		
MINIMUM POINTS REQUIRED TO PASS			12		

## Stream 4: Health Economist

### 4.1.1 Technical Evaluation

#### 4.1.1.1 Mandatory Technical Criteria

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

**Attention Bidders: Write beside each of the criteria the relevant page number(s) from your proposal which addresses the requirement identified in the criteria.**

Item	Mandatory Technical Criteria	Reference to proposal (Bidder must insert the reference page #	Cross Reference to bid (page #)
M1	<p><b>Licensing Certification</b></p> <p>The Bidder's proposed resource MUST be a <b>Canadian health economist</b>, and hold a doctoral degree in health economics.</p> <ul style="list-style-type: none"> <li>• A copy of their degree MUST be submitted with the technical bid.</li> </ul>		
M2	<p><b>Years of Experience</b></p> <p>The Bidder's proposed resource as a <b>health economist</b> MUST have a minimum of thirty six (36) months cumulative experience working full-time, or an equivalent number of hours part-time, as a certified <b>health economist</b> in the last sixty (60) months outlining for each relevant experience the following information:</p> <ol style="list-style-type: none"> <li>a. the location in which the work was performed;</li> <li>b. the name of the Project Authority or contact name, address, telephone number and email address;</li> <li>c. the start and end date (month and year) of the work experience; and</li> <li>d. a brief description of the work performed and the clientele served.</li> </ol> <p>Experience can be cumulative and must be identified in months and cannot overlap.</p>		

**4.1.1.2 Point Rated Technical Criteria**

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the tables inserted below.

Bids which fail to obtain the required minimum number of points specified will be declared non-responsive. Each point rated technical criterion should be addressed separately.

**Attention Bidders: Write beside each of the criteria the relevant page number(s) from your proposal which addresses the requirement identified in the criteria.**

Item	Point Rated Technical Criteria	Reference to proposal (Bidder must insert the reference page #	Maximum Points allocated for the criteria	Minimum points required	Bidder's Score
R1	<p><b>Clinical experience working with First Nations and Inuit clients</b></p> <p>The Bidder's proposed resource should demonstrates clinical experience working with First Nations or Inuit populations and/or communities, outlining the following information:</p> <ul style="list-style-type: none"> <li>a. the location in which the work was performed;</li> <li>b. the name of the Project Authority or contact name, address, telephone number and email address;</li> <li>c. the start and end date (month and year) of the work experience; and</li> <li>d. a brief description of the work performed and the clientele served.</li> </ul> <p><b>Scoring:</b></p> <p>1 point for each year (12 months) of experience for a maximum of 5 points.</p> <p>Experience can be cumulative and must be identified in months and cannot overlap.</p>		5	N/A	
R2	<p><b>Experience collaborating with other health professionals in an advisory capacity on health issues</b></p> <p>The Bidder's proposed resource should demonstrate experience working collaboratively with other health professionals or health professional groups in an advisory capacity, outlining the following information:</p>		5	N/A	

	<p>a. the location in which the work was performed;</p> <p>b. the name of the Project Authority or contact name, address, telephone number and email address;</p> <p>c. the start and end date (month and year) of the work experience; and</p> <p>d. a brief description of the work performed and the clientele served.</p> <p><b>Scoring:</b>  (0 to 6 months) = 0 points  (6+ to 12 months experience) = 3 points  (12+ months) = 5 points</p> <p>Experience can be cumulative and must be identified in months and cannot overlap.</p>				
<b>R3</b>	<p><b>Research</b></p> <p>The Bidder's proposed resource should demonstrate experience conducting or participating in data or research analysis activities, outlining the following information:</p> <p>a. the location in which the work was performed;</p> <p>b. the name of the Project Authority or contact name, address, telephone number and email address;</p> <p>c. the start and end date (month and year) of the work experience; and</p> <p>d. a brief description of the work performed and the clientele served.</p> <p><b>Scoring:</b>  1 point for each year (12 months) of experience for a maximum of 5 points.</p> <p>Experience can be cumulative and must be identified in months and cannot overlap.</p>		<b>5</b>	<b>N/A</b>	
<b>R4</b>	<p><b>Age Category of clients</b></p> <p>The bidder's proposed resource as a health economist should have experience with different age categories of clients outlining the following information:</p> <p>a. the location in which the work was</p>		<b>5</b>		

	<p>performed;</p> <p>b. the name of the Project Authority or contact name, address, telephone number and email address;</p> <p>c. the start and end date (month and year) of the work experience; and</p> <p>d. a brief description of the work performed and the clientele served.</p> <p>Age category scale:</p> <ul style="list-style-type: none"> <li>- Infants: (0 to 2 years)</li> <li>- Children: (2+ to 12 years)</li> <li>- Adolescents: (12+ to 18 years )</li> <li>- Adults: (18+ to 64 years)</li> <li>- Seniors: (65+ years)</li> </ul> <p><b>Scoring:</b></p> <p>One (1) point will be allotted for experience with each different age category of client indicated in the above scale, up to a maximum of five (5) points.</p>				
<b>TOTAL MAXIMUM POINTS</b>		20			
<b>MINIMUM POINTS REQUIRED TO PASS</b>		12			

## Stream 5: Ophthalmologist

### 4.1.1 Technical Evaluation

#### 4.1.1.1 Mandatory Technical Criteria

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

**Attention Bidders: Write beside each of the criteria the relevant page number(s) from your proposal which addresses the requirement identified in the criteria.**

Item	Mandatory Technical Criteria	Reference to proposal (Bidder must insert the reference page #)	Cross Reference to bid (page #)
M1	<p><b>Licensing Certification</b></p> <p>The Bidder's proposed resource MUST be a <b>Canadian ophthalmologist</b>, who is an <b>*active</b> member of the Canadian Ophthalmological Society (COS).</p> <p>Proof of Good Standing:</p> <ul style="list-style-type: none"> <li>• A copy of their membership information from the COS confirming that they are an <b>*active</b> member MUST be submitted with the technical bid.</li> </ul> <p>*An Active member of the COS is a physician who has received at least one of the following:</p> <ul style="list-style-type: none"> <li>• certification of fellowship in ophthalmology from the Royal College of Physicians &amp; Surgeons of Canada;</li> <li>• a diploma of the American Board of Ophthalmology or its equivalent;</li> <li>• certification by the board of the province in which he or she practices;</li> <li>• other specialist qualifications in ophthalmology deemed acceptable to the COS <u>Board of Directors</u>.</li> </ul> <p>*There are six categories of membership in the Canadian Ophthalmological Society, each with its own qualifications and benefits. Only ACTIVE members will meet the mandatory technical criteria see: <a href="https://www.cos-sco.ca/cos-membership/membership-fees/">https://www.cos-sco.ca/cos-membership/membership-fees/</a></p>		

<b>M2</b>	<p><b>Years of Clinical Experience</b></p> <p>The Bidder's proposed resource as an <b>ophthalmologist</b> MUST have a minimum of sixty (60) months cumulative clinical experience (direct client care) working full-time, or an equivalent number of hours part-time, as a certified <b>ophthalmologist</b> in the last one hundred and twenty (120) months outlining for each relevant experience the following information:</p> <ol style="list-style-type: none"> <li>a. the location in which the work was performed;</li> <li>b. the name of the Project Authority or contact name, address, telephone number and email address;</li> <li>c. the start and end date (month and year) of the work experience; and</li> <li>d. a brief description of the work performed and the clientele served.</li> </ol> <p>* Direct Client Care Definition: may involve any aspect of the health care of a client, including treatment, counseling, in-service for self-care, education, and administration of medication.</p> <p>Experience can be cumulative and must be identified in months and cannot overlap.</p>		
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**4.1.1.2 Point Rated Technical Criteria**

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the tables inserted below.

Bids which fail to obtain the required minimum number of points specified will be declared non-responsive. Each point rated technical criterion should be addressed separately.

**Attention Bidders: Write beside each of the criteria the relevant page number(s) from your proposal which addresses the requirement identified in the criteria.**

Item	Point Rated Technical Criteria	Reference to proposal (Bidder must insert the reference page #)	Maximum Points allocated for the criteria	Minimum points required	Bidder's Score
<b>R1</b>	<p><b>Clinical experience working with First Nations and Inuit clients</b></p> <p>The Bidder's proposed resource should demonstrates clinical experience working with First Nations or Inuit populations and/or communities, outlining the following information:</p>		<b>5</b>	<b>N/A</b>	

	<p>a. the location in which the work was performed;</p> <p>b. the name of the Project Authority or contact name, address, telephone number and email address;</p> <p>c. the start and end date (month and year) of the work experience; and</p> <p>d. a brief description of the work performed and the clientele served.</p> <p><b>Scoring:</b></p> <p>1 point for each year (12 months) of experience for a maximum of 5 points.</p> <p>Experience can be cumulative and must be identified in months and cannot overlap.</p>				
<b>R2</b>	<p><b>Experience collaborating with other health professionals in an advisory capacity on health issues</b></p> <p>The Bidder's proposed resource should demonstrate experience working collaboratively with other health professionals or health professional groups in an advisory capacity, outlining the following information:</p> <p>a. the location in which the work was performed;</p> <p>b. the name of the Project Authority or contact name, address, telephone number and email address;</p> <p>c. the start and end date (month and year) of the work experience; and</p> <p>d. a brief description of the work performed and the clientele served.</p> <p><b>Scoring:</b></p> <p>(0 to 6 months) = 0 points  (6+ to 12 months experience) = 3 points  (12+ months) = 5 points</p> <p>Experience can be cumulative and must be identified in months and cannot overlap.</p>		<b>5</b>	<b>N/A</b>	
<b>R3</b>	<p><b>Research</b></p> <p>The Bidder's proposed resource should demonstrate experience conducting or participating in data or research analysis activities, outlining the following information:</p>		<b>5</b>	<b>N/A</b>	



	<p>a. the location in which the work was performed;</p> <p>b. the name of the Project Authority or contact name, address, telephone number and email address;</p> <p>c. the start and end date (month and year) of the work experience; and</p> <p>d. a brief description of the work performed and the clientele served.</p> <p><b>Scoring:</b></p> <p>1 point for each year (12 months) of experience for a maximum of 5 points.</p> <p>Experience can be cumulative and must be identified in months and cannot overlap.</p>				
<p><b>R4</b></p>	<p><b>Age Category of clients</b></p> <p>The bidder's proposed resource as an <b>ophthalmologist</b> should have clinical experience with different age categories of clients outlining the following information:</p> <p>a. the location in which the work was performed;</p> <p>b. the name of the Project Authority or contact name, address, telephone number and email address;</p> <p>c. the start and end date (month and year) of the work experience; and</p> <p>d. a brief description of the work performed and the clientele served.</p> <p>Age category scale:</p> <ul style="list-style-type: none"> <li>- Infants: (0 to 2 years)</li> <li>- Children: (2+ to 12 years)</li> <li>- Adolescents: (12+ to 18 years )</li> <li>- Adults: (18+ to 64 years)</li> <li>- Seniors: (65+ years)</li> </ul> <p><b>Scoring:</b></p> <p>One (1) point will be allotted for experience with each different age category of client indicated in the above scale, up to a maximum of five (5) points.</p>		<p><b>5</b></p>		
<p><b>TOTAL MAXIMUM POINTS</b></p>			<p>20</p>		

MINIMUM POINTS REQUIRED TO PASS	12	
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## Stream 6: Optometrist

### 4.1.1 Technical Evaluation

#### 4.1.1.1 Mandatory Technical Criteria

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

**Attention Bidders: Write beside each of the criteria the relevant page number(s) from your proposal which addresses the requirement identified in the criteria.**

Item	Mandatory Technical Criteria	Reference to proposal (Bidder must insert the reference page #)	Cross Reference to bid (page #)
M1	<p><b>Licensing Certification</b></p> <p>The Bidder's proposed resource MUST be a <b>Canadian optometrist</b>, licensed/registered in their respective specialty and in good standing with the regulatory body of the province/territory in which they practice.</p> <p>Proof of Good Standing:</p> <ul style="list-style-type: none"> <li>• A copy of their licensing/registration, including a copy of their letter of good standing from a Canadian Provincial/Territorial regulatory body MUST be submitted with the technical bid.</li> </ul>		
M2	<p><b>Years of Clinical Experience</b></p> <p>The Bidder's proposed resource as an <b>optometrist</b> MUST have a minimum of sixty (60) months cumulative clinical experience (direct client care) working full-time, or an equivalent number of hours part-time, as a certified <b>optometrist</b> in the last one hundred and twenty (120) months outlining for each relevant experience the following information:</p> <ol style="list-style-type: none"> <li>a. the location in which the work was performed;</li> <li>b. the name of the Project Authority or contact name, address, telephone number and email address;</li> <li>c. the start and end date (month and year) of the work experience; and</li> <li>d. a brief description of the work performed and the clientele served.</li> </ol> <p>* Direct Client Care Definition: may involve any aspect of</p>		

	<p>the health care of a client, including treatment, counseling, in-service for self-care, education, and administration of medication.</p> <p>Experience can be cumulative and must be identified in months and cannot overlap.</p>		
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**4.1.1.2 Point Rated Technical Criteria**

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the tables inserted below.

Bids which fail to obtain the required minimum number of points specified will be declared non-responsive. Each point rated technical criterion should be addressed separately.

**Attention Bidders: Write beside each of the criteria the relevant page number(s) from your proposal which addresses the requirement identified in the criteria.**

Item	Point Rated Technical Criteria	Reference to proposal (Bidder must insert the reference page #	Maximum Points allocated for the criteria	Minimum points required	Bidder's Score
R1	<p><b>Clinical experience working with First Nations and Inuit clients</b></p> <p>The Bidder's proposed resource should demonstrates clinical experience working with First Nations or Inuit populations and/or communities, outlining the following information:</p> <ol style="list-style-type: none"> <li>a. the location in which the work was performed;</li> <li>b. the name of the Project Authority or contact name, address, telephone number and email address;</li> <li>c. the start and end date (month and year) of the work experience; and</li> <li>d. a brief description of the work performed and the clientele served.</li> </ol> <p><b>Scoring:</b></p> <p>1 point for each year (12 months) of experience for a maximum of 5 points.</p> <p>Experience can be cumulative and must be identified in months and cannot overlap.</p>		5	N/A	

<p><b>R2</b></p>	<p><b>Experience collaborating with other health professionals in an advisory capacity on health issues</b></p> <p>The Bidder's proposed resource should demonstrate experience working collaboratively with other health professionals or health professional groups in an advisory capacity, outlining the following information:</p> <ol style="list-style-type: none"> <li>the location in which the work was performed;</li> <li>the name of the Project Authority or contact name, address, telephone number and email address;</li> <li>the start and end date (month and year) of the work experience; and</li> <li>a brief description of the work performed and the clientele served.</li> </ol> <p><b>Scoring:</b></p> <p>(0 to 6 months) = 0 points          (6+ to 12 months experience) = 3 points          (12+ months) = 5 points</p> <p>Experience can be cumulative and must be identified in months and cannot overlap.</p>		<p><b>5</b></p>	<p><b>N/A</b></p>	
<p><b>R3</b></p>	<p><b>Research</b></p> <p>The Bidder's proposed resource should demonstrate experience conducting or participating in data or research analysis activities, outlining the following information:</p> <ol style="list-style-type: none"> <li>the location in which the work was performed;</li> <li>the name of the Project Authority or contact name, address, telephone number and email address;</li> <li>the start and end date (month and year) of the work experience; and</li> <li>a brief description of the work performed and the clientele served.</li> </ol> <p><b>Scoring:</b></p> <p>1 point for each year (12 months) of experience for a maximum of 5 points.</p> <p>Experience can be cumulative and must be identified in months and cannot overlap.</p>		<p><b>5</b></p>	<p><b>N/A</b></p>	

<p><b>R4</b></p>	<p><b>Age Category of clients</b></p> <p>The bidder's proposed resource as an <b>optometrist</b> should have clinical experience with different age categories of clients outlining the following information:</p> <ol style="list-style-type: none"> <li>the location in which the work was performed;</li> <li>the name of the Project Authority or contact name, address, telephone number and email address;</li> <li>the start and end date (month and year) of the work experience; and</li> <li>a brief description of the work performed and the clientele served.</li> </ol> <p>Age category scale:</p> <ul style="list-style-type: none"> <li>- Infants: (0 to 2 years)</li> <li>- Children: (2+ to 12 years)</li> <li>- Adolescents: (12+ to 18 years )</li> <li>- Adults: (18+ to 64 years)</li> <li>- Seniors: (65+ years)</li> </ul> <p><b>Scoring:</b></p> <p>One (1) point will be allotted for experience with each different age category of client indicated in the above scale, up to a maximum of five (5) points.</p>		<p><b>5</b></p>		
<p><b>R5</b></p>	<p><b>Experience in Retail</b></p> <p>The bidder's proposed resource as an <b>optometrist</b> should have clinical experience working in a retail optical location :</p> <ol style="list-style-type: none"> <li>the location in which the work was performed;</li> <li>the name of the Project Authority or contact name, address, telephone number and email address;</li> <li>the start and end date (month and year) of the work experience; and</li> <li>a brief description of the work performed and the clientele served.</li> </ol> <p><b>Scoring:</b></p> <p>(0 to 6 months) = 0 points          (6+ to 12 months experience) = 3 points          (12+ months) = 5 points</p>		<p><b>5</b></p>		

	Experience can be cumulative and must be identified in months and cannot overlap.				
<b>TOTAL MAXIMUM POINTS</b>			25		
MINIMUM POINTS REQUIRED TO PASS			15		

## Stream 7: Respiriologist

### 4.1.1 Technical Evaluation

#### 4.1.1.1 Mandatory Technical Criteria

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

**Attention Bidders: Write beside each of the criteria the relevant page number(s) from your proposal which addresses the requirement identified in the criteria.**

Item	Mandatory Technical Criteria	Reference to proposal (Bidder must insert the reference page #)	Cross Reference to bid (page #)
M1	<p><b>Licensing Certification</b></p> <p>The Bidder's proposed resource MUST be a <b>Canadian respirologist</b>, licensed/registered in their respective specialty and in good standing with the regulatory body of the province/territory in which they practice.</p> <p>Proof of Good Standing:</p> <ul style="list-style-type: none"> <li>• A copy of their licensing/registration, including a copy of their letter of good standing from a Canadian Provincial/Territorial regulatory body MUST be submitted with the technical bid.</li> </ul>		
M2	<p><b>Years of Clinical Experience</b></p> <p>The Bidder's proposed resource as an <b>respirologist</b> MUST have a minimum of sixty (60) months cumulative clinical experience (direct client care) working full-time, or an equivalent number of hours part-time, as a certified <b>respirologist</b> in the last one hundred and twenty (120) months outlining for each relevant experience the following information:</p> <ol style="list-style-type: none"> <li>a. the location in which the work was performed;</li> <li>b. the name of the Project Authority or contact name, address, telephone number and email address;</li> <li>c. the start and end date (month and year) of the work experience; and</li> <li>d. a brief description of the work performed and the clientele served.</li> </ol> <p>* Direct Client Care Definition: may involve any aspect of</p>		



	<p>the health care of a client, including treatment, counseling, in-service for self-care, education, and administration of medication.</p> <p>Experience can be cumulative and must be identified in months and cannot overlap.</p>		
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**4.1.1.2 Point Rated Technical Criteria**

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the tables inserted below.

Bids which fail to obtain the required minimum number of points specified will be declared non-responsive. Each point rated technical criterion should be addressed separately.

**Attention Bidders: Write beside each of the criteria the relevant page number(s) from your proposal which addresses the requirement identified in the criteria.**

Item	Point Rated Technical Criteria	Reference to proposal (Bidder must insert the reference page #	Maximum Points allocated for the criteria	Minimum points required	Bidder's Score
R1	<p><b>Clinical experience working with First Nations and Inuit clients</b></p> <p>The Bidder's proposed resource should demonstrates clinical experience working with First Nations or Inuit populations and/or communities, outlining the following information:</p> <ol style="list-style-type: none"> <li>a. the location in which the work was performed;</li> <li>b. the name of the Project Authority or contact name, address, telephone number and email address;</li> <li>c. the start and end date (month and year) of the work experience; and</li> <li>d. a brief description of the work performed and the clientele served.</li> </ol> <p><b>Scoring:</b></p> <p>1 point for each year (12 months) of experience for a maximum of 5 points.</p> <p>Experience can be cumulative and must be identified in months and cannot overlap.</p>		5	N/A	

<p><b>R2</b></p>	<p><b>Experience collaborating with other health professionals in an advisory capacity on health issues</b></p> <p>The Bidder's proposed resource should demonstrate experience working collaboratively with other health professionals or health professional groups in an advisory capacity, outlining the following information:</p> <ul style="list-style-type: none"> <li>a. the location in which the work was performed;</li> <li>b. the name of the Project Authority or contact name, address, telephone number and email address;</li> <li>c. the start and end date (month and year) of the work experience; and</li> <li>d. a brief description of the work performed and the clientele served.</li> </ul> <p><b>Scoring:</b></p> <p>(0 to 6 months) = 0 points          (6+ to 12 months experience) = 3 points          (12+ months) = 5 points</p> <p>Experience can be cumulative and must be identified in months and cannot overlap.</p>		<p><b>5</b></p>	<p><b>N/A</b></p>	
<p><b>R3</b></p>	<p><b>Research</b></p> <p>The Bidder's proposed resource should demonstrate experience conducting or participating in data or research analysis activities, outlining the following information:</p> <ul style="list-style-type: none"> <li>a. the location in which the work was performed;</li> <li>b. the name of the Project Authority or contact name, address, telephone number and email address;</li> <li>c. the start and end date (month and year) of the work experience; and</li> <li>d. a brief description of the work performed and the clientele served.</li> </ul> <p><b>Scoring:</b></p> <p>1 point for each year (12 months) of experience for a maximum of 5 points.</p> <p>Experience can be cumulative and must be identified in months and cannot overlap.</p>		<p><b>5</b></p>	<p><b>N/A</b></p>	

<p><b>R4</b></p>	<p><b>Age Category of clients</b></p> <p>The bidder's proposed resource as a <b>respirologist</b> should have clinical experience with different age categories of clients outlining the following information:</p> <ol style="list-style-type: none"> <li>a. the location in which the work was performed;</li> <li>b. the name of the Project Authority or contact name, address, telephone number and email address;</li> <li>c. the start and end date (month and year) of the work experience; and</li> <li>d. a brief description of the work performed and the clientele served.</li> </ol> <p>Age category scale:</p> <ul style="list-style-type: none"> <li>- Infants: (0 to 2 years)</li> <li>- Children: (2+ to 12 years)</li> <li>- Adolescents: (12+ to 18 years )</li> <li>- Adults: (18+ to 64 years)</li> <li>- Seniors: (65+ years)</li> </ul> <p><b>Scoring:</b></p> <p>One (1) point will be allotted for experience with each different age category of client indicated in the above scale, up to a maximum of five (5) points.</p>		<p><b>5</b></p>		
<p><b>R5</b></p>	<p><b>Experience in Sleep Study</b></p> <p>The bidder's proposed resource as a <b>respirologist</b> should have clinical experience with providing sleep studies outlining the following information:</p> <ol style="list-style-type: none"> <li>a. the location in which the work was performed;</li> <li>b. the name of the Project Authority or contact name, address, telephone number and email address;</li> <li>c. the start and end date (month and year) of the work experience; and</li> <li>d. a brief description of the work performed and the clientele served.</li> </ol> <p><b>Scoring:</b></p> <p>1 point for each year (12 months) of experience for a maximum of 5 points.</p>		<p><b>5</b></p>		

	Experience can be cumulative and must be identified in months and cannot overlap.				
<b>TOTAL MAXIMUM POINTS</b>			25		
MINIMUM POINTS REQUIRED TO PASS			15		

## Stream 8: Psychiatrist

### 4.1.1 Technical Evaluation

#### 4.1.1.1 Mandatory Technical Criteria

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

**Attention Bidders: Write beside each of the criteria the relevant page number(s) from your proposal which addresses the requirement identified in the criteria.**

Item	Mandatory Technical Criteria	Reference to proposal (Bidder must insert the reference page #)	Cross Reference to bid (page #)
<b>M1</b>	<p><b>Licensing Certification</b></p> <p>The Bidder's proposed resource MUST be a <b>Canadian psychiatrist</b>, licensed/registered in their respective specialty and in good standing with the regulatory body of the province/territory in which they practice.</p> <p>Proof of Good Standing:</p> <ul style="list-style-type: none"> <li>• A copy of their licensing/registration, including a copy of their letter of good standing from a Canadian Provincial/Territorial regulatory body MUST be submitted with the technical bid.</li> </ul>		
<b>M2</b>	<p><b>Years of Clinical Experience</b></p> <p>The Bidder's proposed resource as an <b>psychiatrist</b> MUST have a minimum of sixty (60) months cumulative clinical experience (direct client care) working full-time, or an equivalent number of hours part-time, as a certified <b>psychiatrist</b> in the last one hundred and twenty (120) months outlining for each relevant experience the following information:</p> <ol style="list-style-type: none"> <li>a. the location in which the work was performed;</li> <li>b. the name of the Project Authority or contact name, address, telephone number and email address;</li> <li>c. the start and end date (month and year) of the work experience; and</li> <li>d. a brief description of the work performed and the clientele served.</li> </ol>		

	<p>* Direct Client Care Definition: may involve any aspect of the health care of a client, including treatment, counseling, in-service for self-care, education, and administration of medication.</p> <p>Experience can be cumulative and must be identified in months and cannot overlap.</p>		
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**4.1.1.2 Point Rated Technical Criteria**

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the tables inserted below.

Bids which fail to obtain the required minimum number of points specified will be declared non-responsive. Each point rated technical criterion should be addressed separately.

**Attention Bidders: Write beside each of the criteria the relevant page number(s) from your proposal which addresses the requirement identified in the criteria.**

Item	Point Rated Technical Criteria	Reference to proposal (Bidder must insert the reference page #	Maximum Points allocated for the criteria	Minimum points required	Bidder's Score
R1	<p><b>Clinical experience working with First Nations and Inuit clients</b></p> <p>The Bidder's proposed resource should demonstrates clinical experience working with First Nations or Inuit populations and/or communities, outlining the following information:</p> <ol style="list-style-type: none"> <li>the location in which the work was performed;</li> <li>the name of the Project Authority or contact name, address, telephone number and email address;</li> <li>the start and end date (month and year) of the work experience; and</li> <li>a brief description of the work performed and the clientele served.</li> </ol> <p><b>Scoring:</b></p> <p>1 point for each year (12 months) of experience for a maximum of 5 points.</p> <p>Experience can be cumulative and must be identified in months and cannot overlap.</p>		5	N/A	

<p><b>R2</b></p>	<p><b>Experience collaborating with other health professionals in an advisory capacity on health issues</b></p> <p>The Bidder's proposed resource should demonstrate experience working collaboratively with other health professionals or health professional groups in an advisory capacity, outlining the following information:</p> <ol style="list-style-type: none"> <li>a. the location in which the work was performed;</li> <li>b. the name of the Project Authority or contact name, address, telephone number and email address;</li> <li>c. the start and end date (month and year) of the work experience; and</li> <li>d. a brief description of the work performed and the clientele served.</li> </ol> <p><b>Scoring:</b></p> <p>(0 to 6 months) = 0 points  (6+ to 12 months experience) = 3 points  (12+ months) = 5 points</p> <p>Experience can be cumulative and must be identified in months and cannot overlap.</p>		<p><b>5</b></p>	<p><b>N/A</b></p>	
<p><b>R3</b></p>	<p><b>Research</b></p> <p>The Bidder's proposed resource should demonstrate experience conducting or participating in data or research analysis activities, outlining the following information:</p> <ol style="list-style-type: none"> <li>a. the location in which the work was performed;</li> <li>b. the name of the Project Authority or contact name, address, telephone number and email address;</li> <li>c. the start and end date (month and year) of the work experience; and</li> <li>d. a brief description of the work performed and the clientele served.</li> </ol> <p><b>Scoring:</b></p> <p>1 point for each year (12 months) of experience for a maximum of 5 points.</p> <p>Experience can be cumulative and must be identified in months and cannot overlap.</p>		<p><b>5</b></p>	<p><b>N/A</b></p>	

<p><b>R4</b></p>	<p><b>Age Category of clients</b></p> <p>The bidder's proposed resource as an <b>physiatrist</b> should have clinical experience with different age categories of clients outlining the following information:</p> <ul style="list-style-type: none"> <li>a. the location in which the work was performed;</li> <li>b. the name of the Project Authority or contact name, address, telephone number and email address;</li> <li>c. the start and end date (month and year) of the work experience; and</li> <li>d. a brief description of the work performed and the clientele served.</li> </ul> <p>Age category scale:</p> <ul style="list-style-type: none"> <li>- Infants: (0 to 2 years)</li> <li>- Children: (2+ to 12 years)</li> <li>- Adolescents: (12+ to 18 years )</li> <li>- Adults: (18+ to 64 years)</li> <li>- Seniors: (65+ years)</li> </ul> <p><b>Scoring:</b></p> <p>One (1) point will be allotted for experience with each different age category of client indicated in the above scale, up to a maximum of five (5) points.</p>		<p><b>5</b></p>		
<b>TOTAL MAXIMUM POINTS</b>			20		
MINIMUM POINTS REQUIRED TO PASS			12		



## Stream 9: Otolaryngologist

### 4.1.1 Technical Evaluation

#### 4.1.1.1 Mandatory Technical Criteria

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

**Attention Bidders: Write beside each of the criteria the relevant page number(s) from your proposal which addresses the requirement identified in the criteria.**

Item	Mandatory Technical Criteria	Reference to proposal (Bidder must insert the reference page #)	Cross Reference to bid (page #)
M1	<p><b>Licensing Certification</b></p> <p>The Bidder's proposed resource MUST be a <b>Canadian otolaryngologist</b>, licensed/registered in their respective specialty and in good standing with the regulatory body of the province/territory in which they practice.</p> <p>Proof of Good Standing:</p> <ul style="list-style-type: none"> <li>• A copy of their licensing/registration, including a copy of their letter of good standing from a Canadian Provincial/Territorial regulatory body MUST be submitted with the technical bid.</li> </ul>		
M2	<p><b>Years of Clinical Experience</b></p> <p>The Bidder's proposed resource as an <b>otolaryngologist</b> MUST have a minimum of sixty (60) months cumulative clinical experience (direct client care) working full-time, or an equivalent number of hours part-time, as a certified <b>otolaryngologist</b> in the last one hundred and twenty (120) months outlining for each relevant experience outlining the following information:</p> <ol style="list-style-type: none"> <li>a. the location in which the work was performed;</li> <li>b. the name of the Project Authority or contact name, address, telephone number and email address;</li> <li>c. the start and end date (month and year) of the work experience; and</li> <li>d. a brief description of the work performed and the clientele served.</li> </ol>		

	<p>* Direct Client Care Definition: may involve any aspect of the health care of a client, including treatment, counseling, in-service for self-care, education, and administration of medication.</p> <p>Experience can be cumulative and must be identified in months and cannot overlap.</p>		
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**4.1.1.2 Point Rated Technical Criteria**

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the tables inserted below.

Bids which fail to obtain the required minimum number of points specified will be declared non-responsive. Each point rated technical criterion should be addressed separately.

**Attention Bidders: Write beside each of the criteria the relevant page number(s) from your proposal which addresses the requirement identified in the criteria.**

Item	Point Rated Technical Criteria	Reference to proposal (Bidder must insert the reference page #	Maximum Points allocated for the criteria	Minimum points required	Bidder's Score
R1	<p><b>Clinical experience working with First Nations and Inuit clients</b></p> <p>The Bidder's proposed resource should demonstrates clinical experience working with First Nations or Inuit populations and/or communities, outlining the following information:</p> <ul style="list-style-type: none"> <li>a. the location in which the work was performed;</li> <li>b. the name of the Project Authority or contact name, address, telephone number and email address;</li> <li>c. the start and end date (month and year) of the work experience; and</li> <li>d. a brief description of the work performed and the clientele served.</li> </ul> <p><b>Scoring:</b></p> <p>1 point for each year (12 months) of experience for a maximum of 5 points.</p> <p>Experience can be cumulative and must be identified in months and cannot overlap.</p>		5	N/A	

<p><b>R2</b></p>	<p><b>Experience collaborating with other health professionals in an advisory capacity on health issues</b></p> <p>The Bidder's proposed resource should demonstrate experience working collaboratively with other health professionals or health professional groups in an advisory capacity, outlining the following information:</p> <ol style="list-style-type: none"> <li>the location in which the work was performed;</li> <li>the name of the Project Authority or contact name, address, telephone number and email address;</li> <li>the start and end date (month and year) of the work experience; and</li> <li>a brief description of the work performed and the clientele served.</li> </ol> <p><b>Scoring:</b>  (0 to 6 months) = 0 points  (6+ to 12 months experience) = 3 points  (12+ months) = 5 points</p> <p>Experience can be cumulative and must be identified in months and cannot overlap.</p>		<p><b>5</b></p>	<p><b>N/A</b></p>	
<p><b>R3</b></p>	<p><b>Research</b></p> <p>The Bidder's proposed resource should demonstrate experience conducting or participating in data or research analysis activities, outlining the following information:</p> <ol style="list-style-type: none"> <li>the location in which the work was performed;</li> <li>the name of the Project Authority or contact name, address, telephone number and email address;</li> <li>the start and end date (month and year) of the work experience; and</li> <li>a brief description of the work performed and the clientele served.</li> </ol> <p><b>Scoring:</b>  1 point for each year (12 months) of experience for a maximum of 5 points.</p> <p>Experience can be cumulative and must be identified in months and cannot overlap.</p>		<p><b>5</b></p>	<p><b>N/A</b></p>	

<p><b>R4</b></p>	<p><b>Age Category of clients</b></p> <p>The bidder's proposed resource as an <b>otolaryngologist</b> should have clinical experience with different age categories of clients outlining the following information:</p> <ol style="list-style-type: none"> <li>a. the location in which the work was performed;</li> <li>b. the name of the Project Authority or contact name, address, telephone number and email address;</li> <li>c. the start and end date (month and year) of the work experience; and</li> <li>d. a brief description of the work performed and the clientele served.</li> </ol> <p>Age category scale:</p> <ul style="list-style-type: none"> <li>- Infants: (0 to 2 years)</li> <li>- Children: (2+ to 12 years)</li> <li>- Adolescents: (12+ to 18 years )</li> <li>- Adults: (18+ to 64 years)</li> <li>- Seniors: (65+ years)</li> </ul> <p><b>Scoring:</b></p> <p>One (1) point will be allotted for experience with each different age category of client indicated in the above scale, up to a maximum of five (5) points.</p>		<p><b>5</b></p>		
<p><b>TOTAL MAXIMUM POINTS</b></p>			<p>20</p>		
<p>MINIMUM POINTS REQUIRED TO PASS</p>			<p>12</p>		

## Stream 10: Audiologist

### 4.1.1 Technical Evaluation

#### 4.1.1.1 Mandatory Technical Criteria

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

**Attention Bidders: Write beside each of the criteria the relevant page number(s) from your proposal which addresses the requirement identified in the criteria.**

Item	Mandatory Technical Criteria	Reference to proposal (Bidder must insert the reference page #)	Cross Reference to bid (page #)
<b>M1</b>	<p><b>Licensing Certification</b></p> <p>The Bidder's proposed resource MUST be a <b>Canadian audiologist</b>, licensed/registered in their respective specialty and in good standing with the regulatory body of the province/territory in which they practice.</p> <p>Proof of Good Standing:</p> <ul style="list-style-type: none"> <li>• A copy of their licensing/registration, including a copy of their letter of good standing from a Canadian Provincial/Territorial regulatory body MUST be submitted with the technical bid.</li> </ul>		
<b>M2</b>	<p><b>Years of Clinical Experience</b></p> <p>The Bidder's proposed resource as an <b>audiologist</b> MUST have a minimum of sixty (60) months cumulative clinical experience (direct client care) working full-time, or an equivalent number of hours part-time, as a certified <b>audiologist</b> in the last one hundred and twenty (120) months outlining for each relevant experience the following information:</p> <ol style="list-style-type: none"> <li>a. the location in which the work was performed;</li> <li>b. the name of the Project Authority or contact name, address, telephone number and email address;</li> <li>c. the start and end date (month and year) of the work experience; and</li> <li>d. a brief description of the work performed and the clientele served.</li> </ol> <p>* Direct Client Care Definition: may involve any aspect of</p>		

	<p>the health care of a client, including treatment, counseling, in-service for self-care, education, and administration of medication.</p> <p>Experience can be cumulative and must be identified in months and cannot overlap.</p>		
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**4.1.1.2 Point Rated Technical Criteria**

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the tables inserted below.

Bids which fail to obtain the required minimum number of points specified will be declared non-responsive. Each point rated technical criterion should be addressed separately.

**Attention Bidders: Write beside each of the criteria the relevant page number(s) from your proposal which addresses the requirement identified in the criteria.**

Item	Point Rated Technical Criteria	Reference to proposal (Bidder must insert the reference page #	Maximum Points allocated for the criteria	Minimum points required	Bidder's Score
R1	<p><b>Clinical experience working with First Nations and Inuit clients</b></p> <p>The Bidder's proposed resource should demonstrates clinical experience working with First Nations or Inuit populations and/or communities, outlining the following information:</p> <ol style="list-style-type: none"> <li>a. the location in which the work was performed;</li> <li>b. the name of the Project Authority or contact name, address, telephone number and email address;</li> <li>c. the start and end date (month and year) of the work experience; and</li> <li>d. a brief description of the work performed and the clientele served.</li> </ol> <p><b>Scoring:</b></p> <p>1 point for each year (12 months) of experience for a maximum of 5 points.</p> <p>Experience can be cumulative and must be identified in months and cannot overlap.</p>		5	N/A	

<p><b>R2</b></p>	<p><b>Experience collaborating with other health professionals in an advisory capacity on health issues</b></p> <p>The Bidder's proposed resource should demonstrate experience working collaboratively with other health professionals or health professional groups in an advisory capacity, outlining the following information:</p> <ol style="list-style-type: none"> <li>a. the location in which the work was performed;</li> <li>b. the name of the Project Authority or contact name, address, telephone number and email address;</li> <li>c. the start and end date (month and year) of the work experience; and</li> <li>d. a brief description of the work performed and the clientele served.</li> </ol> <p><b>Scoring:</b></p> <p>(0 to 6 months) = 0 points          (6+ to 12 months experience) = 3 points          (12+ months) = 5 points</p> <p>Experience can be cumulative and must be identified in months and cannot overlap.</p>		<p><b>5</b></p>	<p><b>N/A</b></p>	
<p><b>R3</b></p>	<p><b>Research</b></p> <p>The Bidder's proposed resource should demonstrate experience conducting or participating in data or research analysis activities, outlining the following information:</p> <ol style="list-style-type: none"> <li>a. the location in which the work was performed;</li> <li>b. the name of the Project Authority or contact name, address, telephone number and email address;</li> <li>c. the start and end date (month and year) of the work experience; and</li> <li>d. a brief description of the work performed and the clientele served.</li> </ol> <p><b>Scoring:</b></p> <p>1 point for each year (12 months) of experience for a maximum of 5 points.</p> <p>Experience can be cumulative and must be identified in months and cannot overlap.</p>		<p><b>5</b></p>	<p><b>N/A</b></p>	

<p><b>R4</b></p>	<p><b>Age Category of clients</b></p> <p>The bidder's proposed resource as an <b>audiologist</b> should have clinical experience with different age categories of clients outlining the following information:</p> <ul style="list-style-type: none"> <li>a. the location in which the work was performed;</li> <li>b. the name of the Project Authority or contact name, address, telephone number and email address;</li> <li>c. the start and end date (month and year) of the work experience; and</li> <li>d. a brief description of the work performed and the clientele served.</li> </ul> <p>Age category scale:</p> <ul style="list-style-type: none"> <li>- Infants: (0 to 2 years)</li> <li>- Children: (2+ to 12 years)</li> <li>- Adolescents: (12+ to 18 years )</li> <li>- Adults: (18+ to 64 years)</li> <li>- Seniors: (65+ years)</li> </ul> <p><b>Scoring:</b></p> <p>One (1) point will be allotted for experience with each different age category of client indicated in the above scale, up to a maximum of five (5) points.</p>		<p><b>5</b></p>		
<p><b>TOTAL MAXIMUM POINTS</b></p>			<p>20</p>		
<p>MINIMUM POINTS REQUIRED TO PASS</p>			<p>12</p>		



## Stream 11: Occupational Therapist

### 4.1.1 Technical Evaluation

#### 4.1.1.1 Mandatory Technical Criteria

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

**Attention Bidders: Write beside each of the criteria the relevant page number(s) from your proposal which addresses the requirement identified in the criteria.**

Item	Mandatory Technical Criteria	Reference to proposal (Bidder must insert the reference page #)	Cross Reference to bid (page #)
<b>M1</b>	<p><b>Licensing Certification</b></p> <p>The Bidder's proposed resource MUST be a <b>Canadian occupational therapist</b>, licensed/registered in their respective specialty and in good standing with the regulatory body of the province/territory in which they practice.</p> <p>Proof of Good Standing:</p> <ul style="list-style-type: none"> <li>• A copy of their licensing/registration, including a copy of their letter of good standing from a Canadian Provincial/Territorial regulatory body MUST be submitted with the technical bid.</li> </ul>		
<b>M2</b>	<p><b>Years of Clinical Experience</b></p> <p>The Bidder's proposed resource as an <b>occupational therapist</b> MUST have a minimum of sixty (60) months cumulative clinical experience (direct client care) working full-time, or an equivalent number of hours part-time, as a certified <b>occupational therapist</b> in the last one hundred and twenty (120) months outlining for each relevant experience the following information:</p> <ol style="list-style-type: none"> <li>a. the location in which the work was performed;</li> <li>b. the name of the Project Authority or contact name, address, telephone number and email address;</li> <li>c. the start and end date (month and year) of the work experience; and</li> <li>d. a brief description of the work performed and the clientele served.</li> </ol>		

	<p>* Direct Client Care Definition: may involve any aspect of the health care of a client, including treatment, counseling, in-service for self-care, education, and administration of medication.</p> <p>Experience can be cumulative and must be identified in months and cannot overlap.</p>		
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**4.1.1.2 Point Rated Technical Criteria**

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the tables inserted below.

Bids which fail to obtain the required minimum number of points specified will be declared non-responsive. Each point rated technical criterion should be addressed separately.

**Attention Bidders: Write beside each of the criteria the relevant page number(s) from your proposal which addresses the requirement identified in the criteria.**

Item	Point Rated Technical Criteria	Reference to proposal (Bidder must insert the reference page #	Maximum Points allocated for the criteria	Minimum points required	Bidder's Score
R1	<p><b>Clinical experience working with First Nations and Inuit clients</b></p> <p>The Bidder's proposed resource should demonstrates clinical experience working with First Nations or Inuit populations and/or communities, outlining the following information:</p> <ol style="list-style-type: none"> <li>a. the location in which the work was performed;</li> <li>b. the name of the Project Authority or contact name, address, telephone number and email address;</li> <li>c. the start and end date (month and year) of the work experience; and</li> <li>d. a brief description of the work performed and the clientele served.</li> </ol> <p><b>Scoring:</b></p> <p>1 point for each year (12 months) of experience for a maximum of 5 points.</p> <p>Experience can be cumulative and must be identified in months and cannot overlap.</p>		5	N/A	

<p><b>R2</b></p>	<p><b>Experience collaborating with other health professionals in an advisory capacity on health issues</b></p> <p>The Bidder's proposed resource should demonstrate experience working collaboratively with other health professionals or health professional groups in an advisory capacity, outlining the following information:</p> <ul style="list-style-type: none"> <li>a. the location in which the work was performed;</li> <li>b. the name of the Project Authority or contact name, address, telephone number and email address;</li> <li>c. the start and end date (month and year) of the work experience; and</li> <li>d. a brief description of the work performed and the clientele served.</li> </ul> <p><b>Scoring:</b></p> <p>(0 to 6 months) = 0 points          (6+ to 12 months experience) = 3 points          (12+ months) = 5 points</p> <p>Experience can be cumulative and must be identified in months and cannot overlap.</p>		<p><b>5</b></p>	<p><b>N/A</b></p>	
<p><b>R3</b></p>	<p><b>Research</b></p> <p>The Bidder's proposed resource should demonstrate experience conducting or participating in data or research analysis activities, outlining the following information:</p> <ul style="list-style-type: none"> <li>a. the location in which the work was performed;</li> <li>b. the name of the Project Authority or contact name, address, telephone number and email address;</li> <li>c. the start and end date (month and year) of the work experience; and</li> <li>d. a brief description of the work performed and the clientele served.</li> </ul> <p><b>Scoring:</b></p> <p>1 point for each year (12 months) of experience for a maximum of 5 points.</p> <p>Experience can be cumulative and must be identified in months and cannot overlap.</p>		<p><b>5</b></p>	<p><b>N/A</b></p>	

<p><b>R4</b></p>	<p><b>Age Category of clients</b></p> <p>The bidder's proposed resource as an <b>occupational therapist</b> should have clinical experience with different age categories of clients outlining the following information:</p> <ol style="list-style-type: none"> <li>a. the location in which the work was performed;</li> <li>b. the name of the Project Authority or contact name, address, telephone number and email address;</li> <li>c. the start and end date (month and year) of the work experience; and</li> <li>d. a brief description of the work performed and the clientele served.</li> </ol> <p>Age category scale:</p> <ul style="list-style-type: none"> <li>- Infants: (0 to 2 years)</li> <li>- Children: (2+ to 12 years)</li> <li>- Adolescents: (12+ to 18 years )</li> <li>- Adults: (18+ to 64 years)</li> <li>- Seniors: (65+ years)</li> </ul> <p><b>Scoring:</b></p> <p>One (1) point will be allotted for experience with each different age category of client indicated in the above scale, up to a maximum of five (5) points.</p> <p>Experience can be cumulative and must be identified in months and cannot overlap.</p>		<p><b>5</b></p>		
<p><b>R5</b></p>	<p><b>Experience working with clients in Rehab</b></p> <p>The bidder's proposed resource as an <b>occupational therapist</b> should have clinical experience working with clients in rehab, outlining the following information:</p> <ol style="list-style-type: none"> <li>a. the location in which the work was performed;</li> <li>b. the name of the Project Authority or contact name, address, telephone number and email address;</li> <li>c. the start and end date (month and year) of the work experience; and</li> <li>d. a brief description of the work performed and the clientele served.</li> </ol>		<p><b>5</b></p>		

	<p><b>Scoring:</b></p> <p>1 point for each year (12 months) of experience for a maximum of 5 points.</p> <p>Experience can be cumulative and must be identified in months and cannot overlap.</p>				
<b>R6</b>	<p><b>Experience with burn care</b></p> <p>The bidder's proposed resource as an <b>occupational therapist</b> should have clinical experience providing support to burn victims, outlining the following information:</p> <ol style="list-style-type: none"> <li>a. the location in which the work was performed;</li> <li>b. the name of the Project Authority or contact name, address, telephone number and email address;</li> <li>c. the start and end date (month and year) of the work experience; and</li> <li>d. a brief description of the work performed and the clientele served.</li> </ol> <p><b>Scoring:</b></p> <p>1 point for each year (12 months) of experience for a maximum of 5 points.</p> <p>Experience can be cumulative and must be identified in months and cannot overlap.</p>		<b>5</b>		
<b>TOTAL MAXIMUM POINTS</b>			30		
MINIMUM POINTS REQUIRED TO PASS			18		

## Stream 12: Physiotherapist

### 4.1.1 Technical Evaluation

#### 4.1.1.1 Mandatory Technical Criteria

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

**Attention Bidders: Write beside each of the criteria the relevant page number(s) from your proposal which addresses the requirement identified in the criteria.**

Item	Mandatory Technical Criteria	Reference to proposal (Bidder must insert the reference page #)	Cross Reference to bid (page #)
<b>M1</b>	<p><b>Licensing Certification</b></p> <p>The Bidder's proposed resource <b>MUST</b> be a <b>Canadian physiotherapist</b>, licensed/registered in their respective specialty and in good standing with the regulatory body of the province/territory in which they practice.</p> <p>Proof of Good Standing:</p> <ul style="list-style-type: none"> <li>• A copy of their licensing/registration, including a copy of their letter of good standing from a Canadian Provincial/Territorial regulatory body <b>MUST</b> be submitted with the technical bid.</li> </ul>		
<b>M2</b>	<p><b>Years of Clinical Experience</b></p> <p>The Bidder's proposed resource as a <b>physiotherapist</b> <b>MUST</b> have a minimum of sixty (60) months cumulative clinical experience (direct client care) working full-time, or an equivalent number of hours part-time, as a certified <b>physiotherapist</b> in the last one hundred and twenty (120) months outlining for each relevant experience the following information:</p> <ol style="list-style-type: none"> <li>a. the location in which the work was performed;</li> <li>b. the name of the Project Authority or contact name, address, telephone number and email address;</li> <li>c. the start and end date (month and year) of the work experience; and</li> <li>d. a brief description of the work performed and the clientele served.</li> </ol>		

	<p>* Direct Client Care Definition: may involve any aspect of the health care of a client, including treatment, counseling, in-service for self-care, education, and administration of medication.</p> <p>Experience can be cumulative and must be identified in months and cannot overlap.</p>		
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**4.1.1.2 Point Rated Technical Criteria**

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the tables inserted below.

Bids which fail to obtain the required minimum number of points specified will be declared non-responsive. Each point rated technical criterion should be addressed separately.

**Attention Bidders: Write beside each of the criteria the relevant page number(s) from your proposal which addresses the requirement identified in the criteria.**

Item	Point Rated Technical Criteria	Reference to proposal (Bidder must insert the reference page #	Maximum Points allocated for the criteria	Minimum points required	Bidder's Score
R1	<p><b>Clinical experience working with First Nations and Inuit clients</b></p> <p>The Bidder's proposed resource should demonstrates clinical experience working with First Nations or Inuit populations and/or communities, outlining the following information:</p> <ul style="list-style-type: none"> <li>a. the location in which the work was performed;</li> <li>b. the name of the Project Authority or contact name, address, telephone number and email address;</li> <li>c. the start and end date (month and year) of the work experience; and</li> <li>d. a brief description of the work performed and the clientele served.</li> </ul> <p><b>Scoring:</b></p> <p>1 point for each year (12 months) of experience for a maximum of 5 points.</p> <p>Experience can be cumulative and must be identified in months and cannot overlap.</p>		5	N/A	

<p><b>R2</b></p>	<p><b>Experience collaborating with other health professionals in an advisory capacity on health issues</b></p> <p>The Bidder's proposed resource should demonstrate experience working collaboratively with other health professionals or health professional groups in an advisory capacity, outlining the following information:</p> <ol style="list-style-type: none"> <li>a. the location in which the work was performed;</li> <li>b. the name of the Project Authority or contact name, address, telephone number and email address;</li> <li>c. the start and end date (month and year) of the work experience; and</li> <li>d. a brief description of the work performed and the clientele served.</li> </ol> <p><b>Scoring:</b></p> <p>(0 to 6 months) = 0 points          (6+ to 12 months experience) = 3 points          (12+ months) = 5 points</p> <p>Experience can be cumulative and must be identified in months and cannot overlap.</p>		<p><b>5</b></p>	<p><b>N/A</b></p>	
<p><b>R3</b></p>	<p><b>Research</b></p> <p>The Bidder's proposed resource should demonstrate experience conducting or participating in data or research analysis activities, outlining the following information:</p> <ol style="list-style-type: none"> <li>a. the location in which the work was performed;</li> <li>b. the name of the Project Authority or contact name, address, telephone number and email address;</li> <li>c. the start and end date (month and year) of the work experience; and</li> <li>d. a brief description of the work performed and the clientele served.</li> </ol> <p><b>Scoring:</b></p> <p>1 point for each year (12 months) of experience for a maximum of 5 points.</p> <p>Experience can be cumulative and must be identified in months and cannot overlap.</p>		<p><b>5</b></p>	<p><b>N/A</b></p>	



<p><b>R4</b></p>	<p><b>Age Category of clients</b></p> <p>The bidder's proposed resource as a <b>physiotherapist</b> should have clinical experience with different age categories of clients outlining the following information:</p> <ol style="list-style-type: none"> <li>a. the location in which the work was performed;</li> <li>b. the name of the Project Authority or contact name, address, telephone number and email address;</li> <li>c. the start and end date (month and year) of the work experience; and</li> <li>d. a brief description of the work performed and the clientele served.</li> </ol> <p>Age category scale:</p> <ul style="list-style-type: none"> <li>- Infants: (0 to 2 years)</li> <li>- Children: (2+ to 12 years)</li> <li>- Adolescents: (12+ to 18 years )</li> <li>- Adults: (18+ to 64 years)</li> <li>- Seniors: (65+ years)</li> </ul> <p><b>Scoring:</b></p> <p>One (1) point will be allotted for experience with each different age category of client indicated in the above scale, up to a maximum of five (5) points.</p>		<p><b>5</b></p>		
<p><b>R5</b></p>	<p><b>Experience working with clients in Rehab</b></p> <p>The bidder's proposed resource as an <b>physiotherapist</b> should have clinical experience working with clients in rehab, outlining the following information:</p> <ol style="list-style-type: none"> <li>a. the location in which the work was performed;</li> <li>b. the name of the Project Authority or contact name, address, telephone number and email address;</li> <li>c. the start and end date (month and year) of the work experience; and</li> <li>d. a brief description of the work performed and the clientele served.</li> </ol> <p><b>Scoring:</b></p> <p>1 point for each year (12 months) of experience for a maximum of 5 points.</p>		<p><b>5</b></p>		

	Experience can be cumulative and must be identified in months and cannot overlap.				
<b>R6</b>	<p><b>Experience supporting amputees</b></p> <p>The bidder's proposed resource as <b>physio therapist</b> should have clinical experience supporting clients with amputation, outlining the following information:</p> <ul style="list-style-type: none"> <li>a. the location in which the work was performed;</li> <li>b. the name of the Project Authority or contact name, address, telephone number and email address;</li> <li>c. the start and end date (month and year) of the work experience; and</li> <li>d. a brief description of the work performed and the clientele served.</li> </ul> <p><b>Scoring:</b></p> <p>1 point for each year (12 months) of experience for a maximum of 5 points.</p> <p>Experience can be cumulative and must be identified in months and cannot overlap.</p>		<b>5</b>		
<b>TOTAL MAXIMUM POINTS</b>			30		
MINIMUM POINTS REQUIRED TO PASS			18		

## Stream 13: Podiatrist or Chiropodist

### 4.1.1 Technical Evaluation

#### 4.1.1.1 Mandatory Technical Criteria

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

**Attention Bidders: Write beside each of the criteria the relevant page number(s) from your proposal which addresses the requirement identified in the criteria.**

Item	Mandatory Technical Criteria	Reference to proposal (Bidder must insert the reference page #)	Cross Reference to bid (page #)
<b>M1</b>	<p><b>Licensing Certification</b></p> <p>The Bidder's proposed resource MUST be a <b>Canadian podiatrist or chiropodist</b>, licensed/registered in their respective specialty and in good standing with the regulatory body of the province/territory in which they practice.</p> <p>Proof of Good Standing:</p> <ul style="list-style-type: none"> <li>• A copy of their licensing/registration, including a copy of their letter of good standing from a Canadian Provincial/Territorial regulatory body MUST be submitted with the technical bid.</li> </ul>		
<b>M2</b>	<p><b>Years of Clinical Experience</b></p> <p>The Bidder's proposed resource as a <b>podiatrist or chiropodist</b> MUST have a minimum of sixty (60) months cumulative clinical experience (direct client care) working full-time, or an equivalent number of hours part-time, as a certified <b>podiatrist or chiropodist</b> in the last one hundred and twenty (120) months outlining for each relevant experience the following information:</p> <ol style="list-style-type: none"> <li>a. the location in which the work was performed;</li> <li>b. the name of the Project Authority or contact name, address, telephone number and email address;</li> <li>c. the start and end date (month and year) of the work experience; and</li> <li>d. a brief description of the work performed and the clientele served.</li> </ol>		

	<p>* Direct Client Care Definition: may involve any aspect of the health care of a client, including treatment, counseling, in-service for self-care, education, and administration of medication.</p> <p>Experience can be cumulative and must be identified in months and cannot overlap.</p>		
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**4.1.1.2 Point Rated Technical Criteria**

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the tables inserted below.

Bids which fail to obtain the required minimum number of points specified will be declared non-responsive. Each point rated technical criterion should be addressed separately.

**Attention Bidders: Write beside each of the criteria the relevant page number(s) from your proposal which addresses the requirement identified in the criteria.**

Item	Point Rated Technical Criteria	Reference to proposal (Bidder must insert the reference page #	Maximum Points allocated for the criteria	Minimum points required	Bidder's Score
R1	<p><b>Clinical experience working with First Nations and Inuit clients</b></p> <p>The Bidder's proposed resource should demonstrates clinical experience working with First Nations or Inuit populations and/or communities, outlining the following information:</p> <ol style="list-style-type: none"> <li>a. the location in which the work was performed;</li> <li>b. the name of the Project Authority or contact name, address, telephone number and email address;</li> <li>c. the start and end date (month and year) of the work experience; and</li> <li>d. a brief description of the work performed and the clientele served.</li> </ol> <p><b>Scoring:</b></p> <p>1 point for each year (12 months) of experience for a maximum of 5 points.</p> <p>Experience can be cumulative and must be identified in months and cannot overlap.</p>		5	N/A	

<p><b>R2</b></p>	<p><b>Experience collaborating with other health professionals in an advisory capacity on health issues</b></p> <p>The Bidder's proposed resource should demonstrate experience working collaboratively with other health professionals or health professional groups in an advisory capacity, outlining the following information:</p> <ol style="list-style-type: none"> <li>the location in which the work was performed;</li> <li>the name of the Project Authority or contact name, address, telephone number and email address;</li> <li>the start and end date (month and year) of the work experience; and</li> <li>a brief description of the work performed and the clientele served.</li> </ol> <p><b>Scoring:</b></p> <p>(0 to 6 months) = 0 points          (6+ to 12 months experience) = 3 points          (12+ months) = 5 points</p> <p>Experience can be cumulative and must be identified in months and cannot overlap.</p>		<p><b>5</b></p>	<p><b>N/A</b></p>	
<p><b>R3</b></p>	<p><b>Research</b></p> <p>The Bidder's proposed resource should demonstrate experience conducting or participating in data or research analysis activities, outlining the following information:</p> <ol style="list-style-type: none"> <li>the location in which the work was performed;</li> <li>the name of the Project Authority or contact name, address, telephone number and email address;</li> <li>the start and end date (month and year) of the work experience; and</li> <li>a brief description of the work performed and the clientele served.</li> </ol> <p><b>Scoring:</b></p> <p>1 point for each year (12 months) of experience for a maximum of 5 points.</p> <p>Experience can be cumulative and must be identified in months and cannot overlap.</p>		<p><b>5</b></p>	<p><b>N/A</b></p>	

<p><b>R4</b></p>	<p><b>Age Category of clients</b></p> <p>The bidder's proposed resource as a <b>podiatrist or chiroprapist</b> should have clinical experience with different age categories of clients outlining the following information:</p> <ol style="list-style-type: none"> <li>a. the location in which the work was performed;</li> <li>b. the name of the Project Authority or contact name, address, telephone number and email address;</li> <li>c. the start and end date (month and year) of the work experience; and</li> <li>d. a brief description of the work performed and the clientele served.</li> </ol> <p>Age category scale:</p> <ul style="list-style-type: none"> <li>- Infants: (0 to 2 years)</li> <li>- Children: (2+ to 12 years)</li> <li>- Adolescents: (12+ to 18 years )</li> <li>- Adults: (18+ to 64 years)</li> <li>- Seniors (65+ years)</li> </ul> <p><b>Scoring:</b></p> <p>One (1) point will be allotted for experience with each different age category of client indicated in the above scale, up to a maximum of five (5) points.</p>		<p><b>5</b></p>		
<p><b>TOTAL MAXIMUM POINTS</b></p>			<p>20</p>		
<p>MINIMUM POINTS REQUIRED TO PASS</p>			<p>12</p>		

## Stream 14: Pedorthist

### 4.1.1 Technical Evaluation

#### 4.1.1.1 Mandatory Technical Criteria

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

**Attention Bidders: Write beside each of the criteria the relevant page number(s) from your proposal which addresses the requirement identified in the criteria.**

Item	Mandatory Technical Criteria	Reference to proposal (Bidder must insert the reference page #)	Cross Reference to bid (page #)
<b>M1</b>	<p><b>Licensing Certification</b></p> <p>The Bidder's proposed resource <b>MUST</b> be a <b>Canadian pedorthist</b>, licensed/registered in their respective specialty and in good standing with the regulatory body of the province/territory in which they practice.</p> <p>Proof of Good Standing:</p> <ul style="list-style-type: none"> <li>• A copy of their licensing/registration, including a copy of their letter of good standing from a Canadian Provincial/Territorial regulatory body <b>MUST</b> be submitted with the technical bid.</li> </ul>		
<b>M2</b>	<p><b>Years of Clinical Experience</b></p> <p>The Bidder's proposed resource as a <b>pedorthist</b> <b>MUST</b> have a minimum of sixty (60) months cumulative clinical experience (direct client care) working full-time, or an equivalent number of hours part-time, as a certified <b>pedorthist</b> in the last one hundred and twenty (120) months outlining for each relevant experience the following information:</p> <ol style="list-style-type: none"> <li>a. the location in which the work was performed;</li> <li>b. the name of the Project Authority or contact name, address, telephone number and email address;</li> <li>c. the start and end date (month and year) of the work experience; and</li> <li>d. a brief description of the work performed and the clientele served.</li> </ol> <p>* Direct Client Care Definition: may involve any aspect of</p>		

	<p>the health care of a client, including treatment, counseling, in-service for self-care, education, and administration of medication.</p> <p>Experience can be cumulative and must be identified in months and cannot overlap.</p>		
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**4.1.1.2 Point Rated Technical Criteria**

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the tables inserted below.

Bids which fail to obtain the required minimum number of points specified will be declared non-responsive. Each point rated technical criterion should be addressed separately.

**Attention Bidders: Write beside each of the criteria the relevant page number(s) from your proposal which addresses the requirement identified in the criteria.**

Item	Point Rated Technical Criteria	Reference to proposal (Bidder must insert the reference page #	Maximum Points allocated for the criteria	Minimum points required	Bidder's Score
R1	<p><b>Clinical experience working with First Nations and Inuit clients</b></p> <p>The Bidder's proposed resource should demonstrates clinical experience working with First Nations or Inuit populations and/or communities, outlining the following information:</p> <ol style="list-style-type: none"> <li>a. the location in which the work was performed;</li> <li>b. the name of the Project Authority or contact name, address, telephone number and email address;</li> <li>c. the start and end date (month and year) of the work experience; and</li> <li>d. a brief description of the work performed and the clientele served.</li> </ol> <p><b>Scoring:</b></p> <p>1 point for each year (12 months) of experience for a maximum of 5 points.</p> <p>Experience can be cumulative and must be identified in months and cannot overlap.</p>		5	N/A	



<p><b>R2</b></p>	<p><b>Experience collaborating with other health professionals in an advisory capacity on health issues</b></p> <p>The Bidder's proposed resource should demonstrate experience working collaboratively with other health professionals or health professional groups in an advisory capacity, outlining the following information:</p> <ol style="list-style-type: none"> <li>a. the location in which the work was performed;</li> <li>b. the name of the Project Authority or contact name, address, telephone number and email address;</li> <li>c. the start and end date (month and year) of the work experience; and</li> <li>d. a brief description of the work performed and the clientele served.</li> </ol> <p><b>Scoring:</b></p> <p>(0 to 6 months) = 0 points  (6+ to 12 months experience) = 3 points  (12+ months) = 5 points</p> <p>Experience can be cumulative and must be identified in months and cannot overlap.</p>		<p><b>5</b></p>	<p><b>N/A</b></p>	
<p><b>R3</b></p>	<p><b>Research</b></p> <p>The Bidder's proposed resource should demonstrate experience conducting or participating in data or research analysis activities, outlining the following information:</p> <ol style="list-style-type: none"> <li>a. the location in which the work was performed;</li> <li>b. the name of the Project Authority or contact name, address, telephone number and email address;</li> <li>c. the start and end date (month and year) of the work experience; and</li> <li>d. a brief description of the work performed and the clientele served.</li> </ol> <p><b>Scoring:</b></p> <p>1 point for each year (12 months) of experience for a maximum of 5 points.</p> <p>Experience can be cumulative and must be identified in months and cannot overlap.</p>		<p><b>5</b></p>	<p><b>N/A</b></p>	

<p><b>R4</b></p>	<p><b>Age Category of clients</b></p> <p>The bidder's proposed resource as a <b>pedorthist</b> should have clinical experience with different age categories of clients outlining the following information:</p> <ul style="list-style-type: none"> <li>a. the location in which the work was performed;</li> <li>b. the name of the Project Authority or contact name, address, telephone number and email address;</li> <li>c. the start and end date (month and year) of the work experience; and</li> <li>d. a brief description of the work performed and the clientele served.</li> </ul> <p>Age category scale:</p> <ul style="list-style-type: none"> <li>- Infants: (0 to 2 years)</li> <li>- Children: (2+ to 12 years)</li> <li>- Adolescents: (12+ to 18 years )</li> <li>- Adults: (18+ to 64 years)</li> <li>- Seniors: (65+ years)</li> </ul> <p><b>Scoring:</b></p> <p>One (1) point will be allotted for experience with each different age category of client indicated in the above scale, up to a maximum of five (5) points.</p>		<p><b>5</b></p>		
<p><b>TOTAL MAXIMUM POINTS</b></p>			<p>20</p>		
<p>MINIMUM POINTS REQUIRED TO PASS</p>			<p>12</p>		

## Stream 15: Orthotist

### 4.1.1 Technical Evaluation

#### 4.1.1.1 Mandatory Technical Criteria

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

**Attention Bidders: Write beside each of the criteria the relevant page number(s) from your proposal which addresses the requirement identified in the criteria.**

Item	Mandatory Technical Criteria	Reference to proposal (Bidder must insert the reference page #)	Cross Reference to bid (page #)
M1	<p><b>Licensing Certification</b></p> <p>The Bidder's proposed resource <b>MUST</b> be a <b>Canadian orthotist</b>, licensed/registered in their respective specialty and in good standing with the regulatory body of the province/territory in which they practice.</p> <p>Proof of Good Standing:</p> <ul style="list-style-type: none"> <li>• A copy of their licensing/registration, including a copy of their letter of good standing from a Canadian Provincial/Territorial regulatory body <b>MUST</b> be submitted with the technical bid.</li> </ul>		
M2	<p><b>Years of Clinical Experience</b></p> <p>The Bidder's proposed resource as a <b>orthotist</b> <b>MUST</b> have a minimum of sixty (60) months cumulative clinical experience (direct client care) working full-time, or an equivalent number of hours part-time, as a certified <b>orthotist</b> in the last one hundred and twenty (120) months outlining for each relevant experience the following information:</p> <ol style="list-style-type: none"> <li>a. the location in which the work was performed;</li> <li>b. the name of the Project Authority or contact name, address, telephone number and email address;</li> <li>c. the start and end date (month and year) of the work experience; and</li> <li>d. a brief description of the work performed and the clientele served.</li> </ol>		

	<p>* Direct Client Care Definition: may involve any aspect of the health care of a client, including treatment, counseling, in-service for self-care, education, and administration of medication.</p> <p>Experience can be cumulative and must be identified in months and cannot overlap.</p>		
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**4.1.1.2 Point Rated Technical Criteria**

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the tables inserted below.

Bids which fail to obtain the required minimum number of points specified will be declared non-responsive. Each point rated technical criterion should be addressed separately.

**Attention Bidders: Write beside each of the criteria the relevant page number(s) from your proposal which addresses the requirement identified in the criteria.**

Item	Point Rated Technical Criteria	Reference to proposal (Bidder must insert the reference page #	Maximum Points allocated for the criteria	Minimum points required	Bidder's Score
R1	<p><b>Clinical experience working with First Nations and Inuit clients</b></p> <p>The Bidder's proposed resource should demonstrates clinical experience working with First Nations or Inuit populations and/or communities, outlining the following information:</p> <ol style="list-style-type: none"> <li>a. the location in which the work was performed;</li> <li>b. the name of the Project Authority or contact name, address, telephone number and email address;</li> <li>c. the start and end date (month and year) of the work experience; and</li> <li>d. a brief description of the work performed and the clientele served.</li> </ol> <p><b>Scoring:</b></p> <p>1 point for each year (12 months) of experience for a maximum of 5 points.</p> <p>Experience can be cumulative and must be identified in months and cannot overlap.</p>		5	N/A	

<p><b>R2</b></p>	<p><b>Experience collaborating with other health professionals in an advisory capacity on health issues</b></p> <p>The Bidder's proposed resource should demonstrate experience working collaboratively with other health professionals or health professional groups in an advisory capacity, outlining the following information:</p> <ol style="list-style-type: none"> <li>a. the location in which the work was performed;</li> <li>b. the name of the Project Authority or contact name, address, telephone number and email address;</li> <li>c. the start and end date (month and year) of the work experience; and</li> <li>d. a brief description of the work performed and the clientele served.</li> </ol> <p><b>Scoring:</b></p> <p>(0 to 6 months) = 0 points          (6+ to 12 months experience) = 3 points          (12+ months) = 5 points</p> <p>Experience can be cumulative and must be identified in months and cannot overlap.</p>		<p><b>5</b></p>	<p><b>N/A</b></p>	
<p><b>R3</b></p>	<p><b>Research</b></p> <p>The Bidder's proposed resource should demonstrate experience conducting or participating in data or research analysis activities, outlining the following information:</p> <ol style="list-style-type: none"> <li>a. the location in which the work was performed;</li> <li>b. the name of the Project Authority or contact name, address, telephone number and email address;</li> <li>c. the start and end date (month and year) of the work experience; and</li> <li>d. a brief description of the work performed and the clientele served.</li> </ol> <p><b>Scoring:</b></p> <p>1 point for each year (12 months) of experience for a maximum of 5 points.</p> <p>Experience can be cumulative and must be identified in months and cannot overlap.</p>		<p><b>5</b></p>	<p><b>N/A</b></p>	

<p><b>R4</b></p>	<p><b>Age Category of clients</b></p> <p>The bidder's proposed resource as a <b>orthotist</b> should have clinical experience with different age categories of clients outlining the following information:</p> <ul style="list-style-type: none"> <li>a. the location in which the work was performed;</li> <li>b. the name of the Project Authority or contact name, address, telephone number and email address;</li> <li>c. the start and end date (month and year) of the work experience; and</li> <li>d. a brief description of the work performed and the clientele served.</li> </ul> <p>Age category scale:</p> <ul style="list-style-type: none"> <li>- Infants: (0 to 2 years)</li> <li>- Children: (2+ to 12 years)</li> <li>- Adolescents: (12+ to 18 years )</li> <li>- Adults: (18+ to 64 years)</li> <li>- Seniors: (65+ years)</li> </ul> <p><b>Scoring:</b></p> <p>One (1) point will be allotted for experience with each different age category of client indicated in the above scale, up to a maximum of five (5) points.</p>		<p><b>5</b></p>		
<p><b>TOTAL MAXIMUM POINTS</b></p>			<p>20</p>		
<p>MINIMUM POINTS REQUIRED TO PASS</p>			<p>12</p>		

## Stream 16: Prosthetist

### 4.1.1 Technical Evaluation

#### 4.1.1.1 Mandatory Technical Criteria

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

**Attention Bidders: Write beside each of the criteria the relevant page number(s) from your proposal which addresses the requirement identified in the criteria.**

Item	Mandatory Technical Criteria	Reference to proposal (Bidder must insert the reference page #)	Cross Reference to bid (page #)
<b>M1</b>	<p><b>Licensing Certification</b></p> <p>The Bidder's proposed resource <b>MUST</b> be a <b>Canadian prosthetist</b>, licensed/registered in their respective specialty and in good standing with the regulatory body of the province/territory in which they practice.</p> <p>Proof of Good Standing:</p> <ul style="list-style-type: none"> <li>• A copy of their licensing/registration, including a copy of their letter of good standing from a Canadian Provincial/Territorial regulatory body <b>MUST</b> be submitted with the technical bid.</li> </ul>		
<b>M2</b>	<p><b>Years of Clinical Experience</b></p> <p>The Bidder's proposed resource as a <b>prosthetist</b> <b>MUST</b> have a minimum of sixty (60) months cumulative clinical experience (direct client care) working full-time, or an equivalent number of hours part-time, as a certified <b>prosthetist</b> in the last one hundred and twenty (120) months outlining for each relevant experience the following information:</p> <ol style="list-style-type: none"> <li>a. the location in which the work was performed;</li> <li>b. the name of the Project Authority or contact name, address, telephone number and email address;</li> <li>c. the start and end date (month and year) of the work experience; and</li> <li>d. a brief description of the work performed and the clientele served.</li> </ol> <p>* Direct Client Care Definition: may involve any aspect of</p>		

	<p>the health care of a client, including treatment, counseling, in-service for self-care, education, and administration of medication.</p> <p>Experience can be cumulative and must be identified in months and cannot overlap.</p>		
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**4.1.1.2 Point Rated Technical Criteria**

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the tables inserted below.

Bids which fail to obtain the required minimum number of points specified will be declared non-responsive. Each point rated technical criterion should be addressed separately.

**Attention Bidders: Write beside each of the criteria the relevant page number(s) from your proposal which addresses the requirement identified in the criteria.**

Item	Point Rated Technical Criteria	Reference to proposal (Bidder must insert the reference page #	Maximum Points allocated for the criteria	Minimum points required	Bidder's Score
R1	<p><b>Clinical experience working with First Nations and Inuit clients</b></p> <p>The Bidder's proposed resource should demonstrates clinical experience working with First Nations or Inuit populations and/or communities, outlining the following information:</p> <ul style="list-style-type: none"> <li>a. the location in which the work was performed;</li> <li>b. the name of the Project Authority or contact name, address, telephone number and email address;</li> <li>c. the start and end date (month and year) of the work experience; and</li> <li>d. a brief description of the work performed and the clientele served.</li> </ul> <p><b>Scoring:</b></p> <p>1 point for each year (12 months) of experience for a maximum of 5 points.</p> <p>Experience can be cumulative and must be identified in months and cannot overlap.</p>		5	N/A	



<p><b>R2</b></p>	<p><b>Experience collaborating with other health professionals in an advisory capacity on health issues</b></p> <p>The Bidder's proposed resource should demonstrate experience working collaboratively with other health professionals or health professional groups in an advisory capacity, outlining the following information:</p> <ol style="list-style-type: none"> <li>the location in which the work was performed;</li> <li>the name of the Project Authority or contact name, address, telephone number and email address;</li> <li>the start and end date (month and year) of the work experience; and</li> <li>a brief description of the work performed and the clientele served.</li> </ol> <p><b>Scoring:</b>  (0 to 6 months) = 0 points  (6+ to 12 months experience) = 3 points  (12+ months) = 5 points</p> <p>Experience can be cumulative and must be identified in months and cannot overlap.</p>		<p><b>5</b></p>	<p><b>N/A</b></p>	
<p><b>R3</b></p>	<p><b>Research</b></p> <p>The Bidder's proposed resource should demonstrate experience conducting or participating in data or research analysis activities, outlining the following information:</p> <ol style="list-style-type: none"> <li>the location in which the work was performed;</li> <li>the name of the Project Authority or contact name, address, telephone number and email address;</li> <li>the start and end date (month and year) of the work experience; and</li> <li>a brief description of the work performed and the clientele served.</li> </ol> <p><b>Scoring:</b>  1 point for each year (12 months) of experience for a maximum of 5 points.</p> <p>Experience can be cumulative and must be identified in months and cannot overlap.</p>		<p><b>5</b></p>	<p><b>N/A</b></p>	

<p><b>R4</b></p>	<p><b>Age Category of clients</b></p> <p>The bidder's proposed resource as a <b>prosthodontist</b> should have clinical experience with different age categories of clients outlining the following information:</p> <ul style="list-style-type: none"> <li>a. the location in which the work was performed;</li> <li>b. the name of the Project Authority or contact name, address, telephone number and email address;</li> <li>c. the start and end date (month and year) of the work experience; and</li> <li>d. a brief description of the work performed and the clientele served.</li> </ul> <p>Age category scale:</p> <ul style="list-style-type: none"> <li>- Infants: (0 to 2 years)</li> <li>- Children: (2+ to 12 years)</li> <li>- Adolescents: (12+ to 18 years )</li> <li>- Adults: (18+ to 64 years)</li> <li>- Seniors: (65+ years)</li> </ul> <p><b>Scoring:</b></p> <p>One (1) point will be allotted for experience with each different age category of client indicated in the above scale, up to a maximum of five (5) points.</p>		<p><b>5</b></p>	
<p><b>TOTAL MAXIMUM POINTS</b></p>			<p>20</p>	
<p>MINIMUM POINTS REQUIRED TO PASS</p>			<p>12</p>	

## Stream 17: Respiratory Therapist

### 4.1.1 Technical Evaluation

#### 4.1.1.1 Mandatory Technical Criteria

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

**Attention Bidders: Write beside each of the criteria the relevant page number(s) from your proposal which addresses the requirement identified in the criteria.**

Item	Mandatory Technical Criteria	Reference to proposal (Bidder must insert the reference page #)	Cross Reference to bid (page #)
<b>M1</b>	<p><b>Licensing Certification</b></p> <p>The Bidder's proposed resource MUST be a <b>Canadian respiratory therapist</b>, licensed/registered in their respective specialty and in good standing with the regulatory body of the province/territory in which they practice.</p> <p>Proof of Good Standing:</p> <ul style="list-style-type: none"> <li>• A copy of their licensing/registration, including a copy of their letter of good standing from a Canadian Provincial/Territorial regulatory body MUST be submitted with the technical bid.</li> </ul>		
<b>M2</b>	<p><b>Years of Clinical Experience</b></p> <p>The Bidder's proposed resource as a <b>respiratory therapist</b> MUST have a minimum of sixty (60) months cumulative clinical experience (direct client care) working full-time, or an equivalent number of hours part-time, as a certified <b>respiratory therapist</b> in the last one hundred and twenty (120) months outlining for each relevant experience the following information:</p> <ol style="list-style-type: none"> <li>a. the location in which the work was performed;</li> <li>b. the name of the Project Authority or contact name, address, telephone number and email address;</li> <li>c. the start and end date (month and year) of the work experience; and</li> <li>d. a brief description of the work performed and the clientele served.</li> </ol>		

	<p>* Direct Client Care Definition: may involve any aspect of the health care of a client, including treatment, counseling, in-service for self-care, education, and administration of medication.</p> <p>Experience can be cumulative and must be identified in months and cannot overlap.</p>		
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**4.1.1.2 Point Rated Technical Criteria**

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the tables inserted below.

Bids which fail to obtain the required minimum number of points specified will be declared non-responsive. Each point rated technical criterion should be addressed separately.

**Attention Bidders: Write beside each of the criteria the relevant page number(s) from your proposal which addresses the requirement identified in the criteria.**

Item	Point Rated Technical Criteria	Reference to proposal (Bidder must insert the reference page #	Maximum Points allocated for the criteria	Minimum points required	Bidder's Score
R1	<p><b>Clinical experience working with First Nations and Inuit clients</b></p> <p>The Bidder's proposed resource should demonstrates clinical experience working with First Nations or Inuit populations and/or communities, outlining the following information:</p> <ol style="list-style-type: none"> <li>a. the location in which the work was performed;</li> <li>b. the name of the Project Authority or contact name, address, telephone number and email address;</li> <li>c. the start and end date (month and year) of the work experience; and</li> <li>d. a brief description of the work performed and the clientele served.</li> </ol> <p><b>Scoring:</b></p> <p>1 point for each year (12 months) of experience for a maximum of 5 points.</p> <p>Experience can be cumulative and must be identified in months and cannot overlap.</p>		5	N/A	

<p><b>R2</b></p>	<p><b>Experience collaborating with other health professionals in an advisory capacity on health issues</b></p> <p>The Bidder's proposed resource should demonstrate experience working collaboratively with other health professionals or health professional groups in an advisory capacity, outlining the following information:</p> <ol style="list-style-type: none"> <li>a. the location in which the work was performed;</li> <li>b. the name of the Project Authority or contact name, address, telephone number and email address;</li> <li>c. the start and end date (month and year) of the work experience; and</li> <li>d. a brief description of the work performed and the clientele served.</li> </ol> <p><b>Scoring:</b></p> <p>(0 to 6 months) = 0 points  (6+ to 12 months experience) = 3 points  (12+ months) = 5 points</p> <p>Experience can be cumulative and must be identified in months and cannot overlap.</p>		<p><b>5</b></p>	<p><b>N/A</b></p>	
<p><b>R3</b></p>	<p><b>Research</b></p> <p>The Bidder's proposed resource should demonstrate experience conducting or participating in data or research analysis activities, outlining the following information:</p> <ol style="list-style-type: none"> <li>a. the location in which the work was performed;</li> <li>b. the name of the Project Authority or contact name, address, telephone number and email address;</li> <li>c. the start and end date (month and year) of the work experience; and</li> <li>d. a brief description of the work performed and the clientele served.</li> </ol> <p><b>Scoring:</b></p> <p>1 point for each year (12 months) of experience for a maximum of 5 points.</p> <p>Experience can be cumulative and must be identified in months and cannot overlap.</p>		<p><b>5</b></p>	<p><b>N/A</b></p>	

<p><b>R4</b></p>	<p><b>Age Category of clients</b></p> <p>The bidder's proposed resource as a <b>respiratory therapist</b> should have clinical experience with different age categories of clients outlining the following information:</p> <ol style="list-style-type: none"> <li>a. the location in which the work was performed;</li> <li>b. the name of the Project Authority or contact name, address, telephone number and email address;</li> <li>c. the start and end date (month and year) of the work experience; and</li> <li>d. a brief description of the work performed and the clientele served.</li> </ol> <p>Age category scale:</p> <ul style="list-style-type: none"> <li>- Infants: (0 to 2 years)</li> <li>- Children: (2+ to 12 years)</li> <li>- Adolescents: (12+ to 18 years )</li> <li>- Adults: (18+ to 64 years)</li> <li>- Seniors: (65+ years)</li> </ul> <p><b>Scoring:</b></p> <p>One (1) point will be allotted for experience with each different age category of client indicated in the above scale, up to a maximum of five (5) points.</p>		<p><b>5</b></p>	
<p><b>TOTAL MAXIMUM POINTS</b></p>			<p>20</p>	
<p>MINIMUM POINTS REQUIRED TO PASS</p>			<p>12</p>	

## Stream 18: Speech Language Pathologist

### 4.1.1 Technical Evaluation

#### 4.1.1.1 Mandatory Technical Criteria

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

**Attention Bidders: Write beside each of the criteria the relevant page number(s) from your proposal which addresses the requirement identified in the criteria.**

Item	Mandatory Technical Criteria	Reference to proposal (Bidder must insert the reference page #)	Cross Reference to bid (page #)
<b>M1</b>	<p><b>Licensing Certification</b></p> <p>The Bidder's proposed resource MUST be a <b>Canadian speech language pathologist</b>, licensed/registered in their respective specialty and in good standing with the regulatory body of the province/territory in which they practice.</p> <p>Proof of Good Standing:</p> <ul style="list-style-type: none"> <li>• A copy of their licensing/registration, including a copy of their letter of good standing from a Canadian Provincial/Territorial regulatory body MUST be submitted with the technical bid.</li> </ul>		
<b>M2</b>	<p><b>Years of Clinical Experience</b></p> <p>The Bidder's proposed resource as a <b>speech language pathologist</b> MUST have a minimum of sixty (60) months cumulative clinical experience (direct client care) working full-time, or an equivalent number of hours part-time, as a certified <b>speech language pathologist</b> in the last one hundred and twenty (120) months outlining for each relevant experience outlining the following information:</p> <ol style="list-style-type: none"> <li>a. the location in which the work was performed;</li> <li>b. the name of the Project Authority or contact name, address, telephone number and email address;</li> <li>c. the start and end date (month and year) of the work experience; and</li> <li>d. a brief description of the work performed and the clientele served.</li> </ol>		

	<p>* Direct Client Care Definition: may involve any aspect of the health care of a client, including treatment, counseling, in-service for self-care, education, and administration of medication.</p> <p>Experience can be cumulative and must be identified in months and cannot overlap.</p>		
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**4.1.1.2 Point Rated Technical Criteria**

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the tables inserted below.

Bids which fail to obtain the required minimum number of points specified will be declared non-responsive. Each point rated technical criterion should be addressed separately.

**Attention Bidders: Write beside each of the criteria the relevant page number(s) from your proposal which addresses the requirement identified in the criteria.**

Item	Point Rated Technical Criteria	Reference to proposal (Bidder must insert the reference page #	Maximum Points allocated for the criteria	Minimum points required	Bidder's Score
R1	<p><b>Clinical experience working with First Nations and Inuit clients</b></p> <p>The Bidder's proposed resource should demonstrates clinical experience working with First Nations or Inuit populations and/or communities, outlining the following information:</p> <ol style="list-style-type: none"> <li>a. the location in which the work was performed;</li> <li>b. the name of the Project Authority or contact name, address, telephone number and email address;</li> <li>c. the start and end date (month and year) of the work experience; and</li> <li>d. a brief description of the work performed and the clientele served.</li> </ol> <p><b>Scoring:</b></p> <p>1 point for each year (12 months) of experience for a maximum of 5 points.</p> <p>Experience can be cumulative and must be identified in months and cannot overlap.</p>		5	N/A	



<p><b>R2</b></p>	<p><b>Experience collaborating with other health professionals in an advisory capacity on health issues</b></p> <p>The Bidder's proposed resource should demonstrate experience working collaboratively with other health professionals or health professional groups in an advisory capacity, outlining the following information:</p> <ol style="list-style-type: none"> <li>a. the location in which the work was performed;</li> <li>b. the name of the Project Authority or contact name, address, telephone number and email address;</li> <li>c. the start and end date (month and year) of the work experience; and</li> <li>d. a brief description of the work performed and the clientele served.</li> </ol> <p><b>Scoring:</b></p> <p>(0 to 6 months) = 0 points          (6+ to 12 months experience) = 3 points          (12+ months) = 5 points</p> <p>Experience can be cumulative and must be identified in months and cannot overlap.</p>		<p><b>5</b></p>	<p><b>N/A</b></p>	
<p><b>R3</b></p>	<p><b>Research</b></p> <p>The Bidder's proposed resource should demonstrate experience conducting or participating in data or research analysis activities, outlining the following information:</p> <ol style="list-style-type: none"> <li>a. the location in which the work was performed;</li> <li>b. the name of the Project Authority or contact name, address, telephone number and email address;</li> <li>c. the start and end date (month and year) of the work experience; and</li> <li>d. a brief description of the work performed and the clientele served.</li> </ol> <p><b>Scoring:</b></p> <p>1 point for each year (12 months) of experience for a maximum of 5 points.</p> <p>Experience can be cumulative and must be identified in months and cannot overlap.</p>		<p><b>5</b></p>	<p><b>N/A</b></p>	

<p><b>R4</b></p>	<p><b>Age Category of clients</b></p> <p>The bidder's proposed resource as a <b>speech language pathologist</b> should have clinical experience with different age categories of clients outlining the following information:</p> <ol style="list-style-type: none"> <li>a. the location in which the work was performed;</li> <li>b. the name of the Project Authority or contact name, address, telephone number and email address;</li> <li>c. the start and end date (month and year) of the work experience; and</li> <li>d. a brief description of the work performed and the clientele served.</li> </ol> <p>Age category scale:</p> <ul style="list-style-type: none"> <li>- Infants: (0 to 2 years)</li> <li>- Children: (2+ to 12 years)</li> <li>- Adolescents: (12+ to 18 years )</li> <li>- Adults: (18+ to 64 years)</li> <li>- Seniors: (65+ years)</li> </ul> <p><b>Scoring:</b></p> <p>One (1) point will be allotted for experience with each different age category of client indicated in the above scale, up to a maximum of five (5) points.</p>		<p><b>5</b></p>		
<p><b>R5</b></p>	<p><b>Experience working with Augmentative and Alternative Communication (AAC)</b></p> <p>The bidder's proposed resource as a <b>speech language pathologist</b> should have clinical experience supporting clients with AAC, outlining the following information:</p> <ol style="list-style-type: none"> <li>a. the location in which the work was performed;</li> <li>b. the name of the Project Authority or contact name, address, telephone number and email address;</li> <li>c. the start and end date (month and year) of the work experience; and</li> <li>d. a brief description of the work performed and the clientele served.</li> </ol> <p><b>Scoring:</b></p> <p>1 point for each year (12 months) of experience for a maximum of 5 points.</p>		<p><b>5</b></p>		

	<p>Experience can be cumulative and must be identified in months and cannot overlap.</p>				
R6	<p><b>Experience supporting clients with laryngectomies</b></p> <p>The bidder's proposed resource as a <b>speech language pathologist</b> should have clinical experience supporting clients with laryngectomies, outlining the following information:</p> <ol style="list-style-type: none"> <li>a. the location in which the work was performed;</li> <li>b. the name of the Project Authority or contact name, address, telephone number and email address;</li> <li>c. the start and end date (month and year) of the work experience; and</li> <li>d. a brief description of the work performed and the clientele served.</li> </ol> <p><b>Scoring:</b></p> <p>1 point for each year (12 months) of experience for a maximum of 5 points.</p> <p>Experience can be cumulative and must be identified in months and cannot overlap.</p>		5		
R7	<p><b>Experience supporting clients with complex needs</b></p> <p>The bidder's proposed resource as a <b>speech language pathologist</b> should have clinical experience supporting clients with complex needs, outlining the following information:</p> <ol style="list-style-type: none"> <li>a. the location in which the work was performed;</li> <li>b. the name of the Project Authority or contact name, address, telephone number and email address;</li> <li>c. the start and end date (month and year) of the work experience; and</li> <li>d. a brief description of the work performed and the clientele served.</li> </ol> <p><b>Scoring:</b></p>		5		

	<p>1 point for each year (12 months) of experience for a maximum of 5 points.</p> <p>Experience can be cumulative and must be identified in months and cannot overlap.</p>				
<b>TOTAL MAXIMUM POINTS</b>			35		
MINIMUM POINTS REQUIRED TO PASS			21		

## Stream 19: Hearing Instrument Practitioner

### 4.1.1 Technical Evaluation

#### 4.1.1.1 Mandatory Technical Criteria

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

**Attention Bidders: Write beside each of the criteria the relevant page number(s) from your proposal which addresses the requirement identified in the criteria.**

Item	Mandatory Technical Criteria	Reference to proposal (Bidder must insert the reference page #)	Cross Reference to bid (page #)
M1	<p><b>Licensing Certification</b></p> <p>The Bidder's proposed resource MUST be a <b>Canadian hearing instrument practitioner</b>, licensed/registered in their respective specialty and in good standing with the regulatory body of the province/territory in which they practice.</p> <p>Proof of Good Standing:</p> <ul style="list-style-type: none"> <li>• A copy of their licensing/registration, including a copy of their letter of good standing from a Canadian Provincial/Territorial regulatory body MUST be submitted with the technical bid.</li> </ul>		
M2	<p><b>Years of Clinical Experience</b></p> <p>The Bidder's proposed resource as a <b>hearing instrument practitioner</b> MUST have a minimum of sixty (60) months cumulative clinical experience (direct client care) working full-time, or an equivalent number of hours part-time, as a certified <b>hearing instrument practitioner</b> in the last one hundred and twenty (120) months outlining for each relevant experience outlining the following information:</p> <ol style="list-style-type: none"> <li>a. the location in which the work was performed;</li> <li>b. the name of the Project Authority or contact name, address, telephone number and email address;</li> <li>c. the start and end date (month and year) of the work experience; and</li> <li>d. a brief description of the work performed and the clientele served.</li> </ol> <p>* Direct Client Care Definition: may involve any aspect of</p>		

	<p>the health care of a client, including treatment, counseling, in-service for self-care, education, and administration of medication.</p> <p>Experience can be cumulative and must be identified in months and cannot overlap.</p>		
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**4.1.1.2 Point Rated Technical Criteria**

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the tables inserted below.

Bids which fail to obtain the required minimum number of points specified will be declared non-responsive. Each point rated technical criterion should be addressed separately.

**Attention Bidders: Write beside each of the criteria the relevant page number(s) from your proposal which addresses the requirement identified in the criteria.**

Item	Point Rated Technical Criteria	Reference to proposal (Bidder must insert the reference page #	Maximum Points allocated for the criteria	Minimum points required	Bidder's Score
R1	<p><b>Clinical experience working with First Nations and Inuit clients</b></p> <p>The Bidder's proposed resource should demonstrates clinical experience working with First Nations or Inuit populations and/or communities, outlining the following information:</p> <ul style="list-style-type: none"> <li>a. the location in which the work was performed;</li> <li>b. the name of the Project Authority or contact name, address, telephone number and email address;</li> <li>c. the start and end date (month and year) of the work experience; and</li> <li>d. a brief description of the work performed and the clientele served.</li> </ul> <p><b>Scoring:</b></p> <p>1 point for each year (12 months) of experience for a maximum of 5 points.</p> <p>Experience can be cumulative and must be identified in months and cannot overlap.</p>		5	N/A	

<p><b>R2</b></p>	<p><b>Experience collaborating with other health professionals in an advisory capacity on health issues</b></p> <p>The Bidder's proposed resource should demonstrate experience working collaboratively with other health professionals or health professional groups in an advisory capacity, outlining the following information:</p> <ul style="list-style-type: none"> <li>a. the location in which the work was performed;</li> <li>b. the name of the Project Authority or contact name, address, telephone number and email address;</li> <li>c. the start and end date (month and year) of the work experience; and</li> <li>d. a brief description of the work performed and the clientele served.</li> </ul> <p><b>Scoring:</b></p> <p>(0 to 6 months) = 0 points          (6+ to 12 months experience) = 3 points          (12+ months) = 5 points</p> <p>Experience can be cumulative and must be identified in months and cannot overlap.</p>		<p><b>5</b></p>	<p><b>N/A</b></p>	
<p><b>R3</b></p>	<p><b>Research</b></p> <p>The Bidder's proposed resource should demonstrate experience conducting or participating in data or research analysis activities, outlining the following information:</p> <ul style="list-style-type: none"> <li>a. the location in which the work was performed;</li> <li>b. the name of the Project Authority or contact name, address, telephone number and email address;</li> <li>c. the start and end date (month and year) of the work experience; and</li> <li>d. a brief description of the work performed and the clientele served.</li> </ul> <p><b>Scoring:</b></p> <p>1 point for each year (12 months) of experience for a maximum of 5 points.</p> <p>Experience can be cumulative and must be identified in months and cannot overlap.</p>		<p><b>5</b></p>	<p><b>N/A</b></p>	

<p><b>R4</b></p>	<p><b>Age Category of clients</b></p> <p>The bidder's proposed resource as a <b>hearing instrument practitioner</b> should have clinical experience with different age categories of clients outlining the following information:</p> <ul style="list-style-type: none"> <li>a. the location in which the work was performed;</li> <li>b. the name of the Project Authority or contact name, address, telephone number and email address;</li> <li>c. the start and end date (month and year) of the work experience; and</li> <li>d. a brief description of the work performed and the clientele served.</li> </ul> <p>Age category scale:</p> <ul style="list-style-type: none"> <li>- Infants: (0 to 2 years)</li> <li>- Children: (2+ to 12 years)</li> <li>- Adolescents: (12+ to 18 years )</li> <li>- Adults: (18+ to 64 years)</li> <li>- Seniors: (65+ years)</li> </ul> <p><b>Scoring:</b></p> <p>One (1) point will be allotted for experience with each different age category of client indicated in the above scale, up to a maximum of five (5) points.</p>		<p><b>5</b></p>	
<p><b>TOTAL MAXIMUM POINTS</b></p>		<p>20</p>		
<p>MINIMUM POINTS REQUIRED TO PASS</p>		<p>12</p>		



#### 4.1.2 Financial Evaluation

4.1.2.1 For bid evaluation and Contractor selection purposes only, the evaluated price of a bid will be determined in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3.

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

#### 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 of the stream for which bidders are submitting a bid; and
  - c. obtain the required minimum points specified overall for the technical evaluation which are subject to point rating, of the stream for which bidders are submitting a bid.
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.
8. In the event of more than one (1) bidder has the same Combined Rating, the bidder with the Highest Technical Merit Score will be ranked higher

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
<b>Overall Technical Score</b>		115/135	89/135	92/135
<b>Bid Evaluated Price</b>		\$55,000.00	\$50,000.00	\$45,000.00
<b>Calculations</b>	<b>Technical Merit Score</b>	$115/135 \times 70 = 59.63$	$89/135 \times 70 = 46.15$	$92/135 \times 70 = 47.70$
	<b>Pricing Score</b>	$45/55 \times 30 = 24.55$	$45/50 \times 30 = 27$	$45/45 \times 30 = 30$
<b>Combined Rating</b>		84.18	76.15	77.70
<b>Overall Rating</b>		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.

#### **5.1.2 Additional Certifications Required with the Bid**

**5.1.2.1** Annexe E, Certification – San'yas Indigenous Cultural Safety Online Training.

**5.1.2.2** Annexe F, Certification – Interest in being appointed Chair or Vice of the Non-Insured Health Benefits Medical Supplies and Equipment Advisory Committee (MSEAC).

**5.1.2.3** Annex H, Non-Disclosure Agreement.

**5.1.2.4** Annex I, Disclosure of Conflict of Interest.

**5.1.2.5** Form 5 - Set-aside for Aboriginal Business.

This procurement is conditionally set aside under the federal government Procurement Strategy for Aboriginal Business (PSAB). If the certification (refer to Form 5) is not provided by the Bidder, the bid will be evaluated as being from a non-Aboriginal business. For more information on Aboriginal business requirements of the Set-aside Program for Aboriginal Business, see Annex 9.4, Supply Manual.

### **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 property 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" 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" 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**

*SACC Manual* clause [A3005T](#) (2010-08-16) Status of Availability of Resources

### **5.2.3.2 Education and Experience**

*SACC Manual* clause [A3010T](#) (2010-08-16) Education and Experience

### **5.2.3.3 Certifications - Contract**

*SACC Manual* clause [A3015C](#) (2014-06-26) Certifications – Contract

## PART 6 - RESULTING CONTRACT CLAUSES

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

### 6.1 Security Requirements

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

1. Pursuant to the Policy on Government Security, the nature of the services to be provided under this contract requires a valid Government of Canada (GoC) personnel Security Screening at the level of **Reliability Status** for the Contractor, authorized resources and any sub-contractors to be assigned to conduct the work.
2. Prior to the commencement of the work, the Contractor and each authorized resources involved in the performance of the work under this contract must each hold a valid Security Screening at the level of **Reliability Status** during the lifetime of the contract.
3. The Contractor and its personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid Security Screening at the level of **Reliability Status**.
4. The Contractor MUST NOT possess or safeguard **PROTECTED** information/assets at their organization's premises until written permission from the security in contracting team of Indigenous Services Canada (ISC). After permission has been granted, these tasks may be performed up to the level of **Protected B**.
5. The Contractor MUST NOT remove any **Sensitive** information from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restrictions.
6. The Contractor MUST NOT utilize its Information Technology (IT) systems to electronically process, produce or store any sensitive information until written permission from the security in contracting team of ISC. After permission has been granted, these tasks may be performed up to the level of **Protected B including electronic transmission of information up to Protected B**.
7. Subcontracts are not to be awarded without the prior written permission from the security in contracting team of ISC.
8. Any substitute or alternate resource proposed for this contract:
  - a) must be approved by the Departmental Representative; and,
  - b) must hold a valid GoC Security Screening at the level of **Reliability Status**, before gaining access to designated information or assets.
9. Under this contract, if a Contractor submits a resource who is subsequently found to not meet the Security requirements, the Department may immediately terminate the contract with no obligation to replace the resource with a resource from the same Contractor or to pay any invoice for work undertaken by this resource.
10. This contract only has force or effect for as long as the Security Screening at the level of **Reliability Status** is valid. During the lifetime of this contract, if the Security Screening issued prior to the commencement of the work, be suspended or revoked the contract shall be terminated immediately and the Contractor shall have no claim against Her Majesty or the Minister as a result of the

termination. The Contractor shall be paid for satisfactory work performed up to the time of termination pursuant to the terms of the Contract.

11. The Contractor must comply with the provisions of the:

- a) Security Requirements Agreement, attached as Annex C; and
- b) Policy on Government Security <https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=16578>

### **6.1.2 Contractor's Sites or Premises Requiring Safeguarding Measures**

**6.1.2.1** Where safeguarding measures are required in the performance of the Work, the Contractor must diligently maintain up-to-date, the information related to the Contractor's and proposed individuals' sites or premises for the following addresses:

Street Number / Street Name, Unit / Suite / Apartment Number  
City, Province, Territory / State  
Postal Code / Zip Code  
Country

**6.1.2.2** The Company Security Officer must ensure through the [Contract Security Program](#) that the Contractor and individuals hold a valid security clearance at the required level of document safeguarding capability.

### **6.2 Statement of Work**

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

### **6.3 Standard Clauses and Conditions**

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

#### **6.3.1 General Conditions**

[2010B](#) (2018-06-21), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract with the following adaptations:

- a) References to Public Works and Government Services Canada (PWGSC) are replaced by the Indigenous Services Canada (ISC); and
- b) Section 10, Subsection 1 is amended as follows:
  - Delete: "Invoices must be submitted in the Contractor's name. The Contractor must submit invoices for each delivery or shipment; invoices must only apply to the Contract. Each invoice must indicate whether it covers partial or final delivery."
  - Insert: "Invoices must be submitted by Email to the Project Authority in the Contractor's name. The Contractor must submit invoices for each delivery or shipment; invoices must only apply to the Contract. Each invoice must indicate whether it covers partial or final delivery."
- c) Section 10, Subsection 2, paragraph a. is amended as follows:
  - Delete: "the date, the name and address of the client department, item or reference numbers, deliverable/description of the Work, contract number, Client Reference Number (CRN), Procurement Business Number (PBN), and financial code(s)"

Insert: "the contract title and number, the date, deliverable/description of the Work and financial code(s)"

### **6.3.2 Inspection and Acceptance**

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

### **6.3.3 Non-Disclosure Agreement**

The Contractor must obtain from its employee(s) or subcontractor(s) the completed and signed non-disclosure agreement, attached at Annex G, and provide it to the Project Authority before they are given access to information by or on behalf of Canada in connection with the Work.

## **6.4 Term of Contract**

### **6.4.1 Period of the Contract**

The period of the Contract is from date of Contract to March 31, 2021 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 (3) three additional (1) one 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 15 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

### **6.4.3 Comprehensive Land Claims Agreement(s) - Removed**

## **6.5 Authorities**

### **6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Christine Madore  
Title: Senior Procurement Officer  
Department: Indigenous Services Canada  
Directorate: Materiel and Assets Management  
Address: 10 Wellington Street, 13<sup>th</sup> Floor, Gatineau, Quebec, K1A 0H4

Telephone: 819-956-8245  
Facsimile: 819-953-7721  
E-mail address: [christine.madore@canada.ca](mailto:christine.madore@canada.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 (IDENTIFIED AT CONTRACT AWARD)

The Project Authority for the Contract is:

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 (IDENTIFIED 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 Limitation of Expenditure - Professional Fees

For the Work described in the Statement of Work, in Annex A:

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 \$ **(IDENTIFIED AT CONTRACT AWARD)**. Customs duties are included and Applicable Taxes are extra.

##### 6.7.2.2 Limitation of Expenditure - Travel and Living Expenses - National Joint Council Travel Directive

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, and private vehicle allowances specified in Appendices B, C and D of the [National Joint Council Travel Directive](#), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". Canada will not pay the Contractor any incidental expense allowance for authorized travel.

All travel must have the prior authorization of the Project Authority.

The authorized travel and living expenses will be paid upon submission of an itemized statement supported by receipt vouchers.



All payments are subject to government audit.

Estimated Cost: **\$4,708.00** (Applicable taxes included).

### 6.7.2.3 Canada's Total Liability - Contract

1. Canada's total liability to the Contractor under the Contract must not exceed \$ **(IDENTIFIED 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.

### 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 SACC Manual Clauses

SACC Manual Clause [A9117C](#) (2007-11-30), T1204 - Direct Request by Customer Department  
SACC Manual Clause [C0711C](#) (2008-05-12), Time Verification  
SACC Manual Clause [C0705C](#) (2010-01-11), Discretionary Audit

### 6.7.5 Electronic Payment of Invoices – Contract

Method of invoice payment by Indigenous Services Canada is by direct deposit to the Contractor's financial institution of choice.

If not registered for direct deposit payments, to enable payment, the Contractor must complete the Indigenous Services Canada Electronic Payment Request form ([https://www.aadnc-aandc.gc.ca/DAM/DAM-INTER-HQ/STAGING/texte-text/20-545E-S\\_forms\\_direct\\_deposit\\_1537297014494\\_eng.pdf](https://www.aadnc-aandc.gc.ca/DAM/DAM-INTER-HQ/STAGING/texte-text/20-545E-S_forms_direct_deposit_1537297014494_eng.pdf)), and submit the form to the address provided.

## 6.8 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, and vouchers for all travel and living expenses;
2. Invoices must be distributed as follows:
    - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

## 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.

### 6.9.2 Aboriginal Business Certification

1. The Contractor warrants that its certification of compliance is accurate and complete and in accordance with the "Requirements for the Set-aside Program for Aboriginal Business" detailed in [Annex 9.4](#) of the *Supply Manual*.
2. The Contractor must keep proper records and documentation relating to the accuracy of the certification provided to Canada. The Contractor must obtain the written consent of the Contracting Authority before disposing of any such records or documentation before the expiration of six years after final payment under the Contract, or until settlement of all outstanding claims and disputes, under the Contract, whichever is later. All such records and documentation must at all times during the retention period be open to audit by the representatives of Canada, who may make copies and take extracts. The Contractor must provide all reasonably required facilities for any audits.
3. Nothing in this clause must be interpreted as limiting the rights and remedies which Canada may otherwise have pursuant to 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 the province of Ontario.

### 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 general conditions 2010B (2018-06-21), General Conditions - Professional Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List ;
- (f) Annex D, Medical Supplies and Equipment Advisory Committee Terms of Reference;
- (g) Annex E, Certification – San'yas Indigenous Cultural Safety Online Training;
- (h) Annex F, Certification – Interest in being appointed Chair or Vice of the Non-Insured Health Benefits Medical Supplies and Equipment Advisory Committee (MSEAC);
- (i) Annex G, Certification – Federal Contractors Program for Employment Equity;
- (j) Annex H, Non-Disclosure Agreement;
- (k) Annex I, Disclosure of Conflict of Interest;
- (l) Form 5, Set-aside for Aboriginal Business; and
- (m) the Contractor's bid dated **(IDENTIFIED AT CONTRACT AWARD)**.

### 6.12 Specific Person(s)

The Contractor must provide the services of the following person(s) to perform the Work as stated in the Contract: **(IDENTIFIED AT CONTRACT AWARD)**.

### 6.13 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.

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 relieve the Contractor from its responsibility to meet the requirements of the Contract.

### 6.14 Insurance - No Specific Requirement

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.

## ANNEX "A"

### STATEMENT OF WORK

#### SW1 TITLE

Health Professionals and Academic Specialists – Subject matter Experts on First Nations Health

Selection of a various health professionals and academic specialists as members of the Non-Insured Health Benefits (NIHB) Medical Supplies and Equipment Advisory Committee (MSEAC)

Members (here on out referred to as the Contractor)

#### SW2 TERMINOLOGY

FNIHB -	First Nations and Inuit Health Branch
ISC -	Indigenous Services Canada
MSEAC -	Medical Supplies and Equipment Advisory Committee
MSE Review Centre -	Medical Supplies and Equipment Review Centre
NIHB Program -	Non-Insured Health Benefits Program
PHSA -	Provincial Health Services Authority
RFP -	Request for Proposal
SOW -	Statement of Work

Further information is available at: <https://www.canada.ca/en/indigenous-services-canada.html>

#### SW3 INTRODUCTION

- 3.1. The NIHB Medical Supplies & Equipment Advisory Committee (MSEAC) is a multidisciplinary advisory committee of health professionals and academic specialists who will provide impartial evidence based advice, and recommendations on benefit coverage criteria as well as the inclusion and exclusion of various products and services provided through the Program. Recommendations will be based on the best available evidence as well as current clinical and health care delivery best practices within a community health context.
- 3.2. The MSEAC will provide advice on a variety of topics identified by the Program to facilitate the policy development and decisions that will optimize client health benefits within departmental resource allocations.
- 3.3. MSEAC will be comprised of 15-20 contractors with specialties from each of the following professions:
  - Registered Nurse or Nurse Practitioner (\*)
  - Family Physician (\*)
  - Public Health Physician or Nurse (\*)
  - Health Economist (\*)
  - Ophthalmologist
  - Optometrist
  - Respiriologist
  - Physiatrist
  - Otolaryngologist
  - Audiologist
  - Occupational Therapist

- Physiotherapist
- Podiatrist or Chiropracist
- Podorthist
- Orthotist
- Prosthetist
- Respiratory Therapist
- Speech Language Pathologist
- Hearing Instrument Practitioner

3.4. As required contractors are invited to the committee when a topic relevant to their expertise is under consideration by the committee until the committee recommendations have been submitted to Indigenous Services Canada.

3.5. The committee will consist of a minimum of six contractors including at least one of (1) each of the specialties identified by an asterisk (\*) in section 3.3 above, and others as appointed based on the meeting agenda. Membership will be reviewed on a regular basis by Indigenous Services Canada to ensure a range of expertise, experience, and perspectives, continuity of membership on the advisory committee, and a systematic rotation of membership. A balance of health care expertise will be sought.

#### **SW4 OBJECTIVE**

The Medical Supplies and Equipment Advisory Committee (MSEAC) of FNIHB requires the services of one (1) resource from each of the following streams on an “as and when required” basis to provide professional advice and recommendations regarding the coverage of medical supplies and equipment and vision services provided through the Non-Insured Health Benefits Program:

Stream 1: Registered Nurse or Nurse Practitioner

Stream 2: Family Physician

Stream 3: Public Health Physician or Nurse

Stream 4: Health Economist

Stream 5: Ophthalmologist

Stream 6: Optometrist

Stream 7: Respiriologist

Stream 8: Physiatrist

Stream 9: Otolaryngologist

Stream 10: Audiologist

Stream 11: Occupational Therapist

Stream 12: Physiotherapist

Stream 13: Podiatrist or Chiropracist

Stream 14: Podorthist

Stream 15: Orthotist

Stream 16: Prosthetist

Stream 17: Respiratory Therapist

Stream 18: Speech Language Pathologist

Stream 19: Hearing Instrument Practitioner

**SW5 BACKGROUND**

- 5.1** Indigenous Services Canada's NIHB Program provides a specified range of medically necessary health-related goods and services to approximately 873,000 eligible registered First Nations and recognized Inuit, when these goods and services are not already provided through private insurance plans, provincial or territorial health and social programs, or other publicly funded programs.
- 5.2** The objectives of the NIHB Program are to provide benefits to registered First Nations and recognized Inuit in a manner that:
  - 5.2.1 Is suitable to their unique health needs;
  - 5.2.2 Helps eligible First Nations and Inuit to reach an overall health status that is comparable to other Canadians;
  - 5.2.3 Is cost effective; and
  - 5.2.4 Will maintain and improve health, prevent disease and assist in detecting and managing illnesses, injuries, or disabilities.
- 5.3** The NIHB Program operates according to a number of guiding principles:
  - 5.3.1 All registered First Nations and recognized Inuit individuals who are normally residents of Canada, and not otherwise covered under a separate agreement with federal, provincial or territorial governments, are eligible for Non-Insured Health Benefits, regardless of location in Canada or income level.
  - 5.3.2 Benefits are based on the judgment of recognized medical professionals, consistent with the best practices of health services delivery and evidence-based standards of care.
  - 5.3.3 There is national consistency of mandatory benefits, equitable access and portability of benefits and services.
  - 5.3.4 The Program is to be managed in a sustainable and cost-effective manner.
  - 5.3.5 Management processes will involve transparency and joint review structures whenever agreed to with First Nations and Inuit organizations.
  - 5.3.6 In cases where a benefit is covered under another health care plan, the NIHB Program will act to coordinate payment in order to help ensure that the other plan meets its obligations and the client is not denied service.
- 5.4** Currently, to make decisions on listing of MS&E and vision care on the NIHB benefit lists, and/or implementation of policies, the NIHB Program relies on the following sources:
  - 5.4.1 Scientific evidence is provided by the Canadian Agency for Drugs and Technology in Health (CADTH), health technology assessment organizations and guidelines from health professional associations
  - 5.4.2 NIHB's data, data analysis and audit impact is provided by the Business Support, Audit and Negotiation Division (BSAND) from NIHB

- 5.4.3 NIHB's Operational Systems and Services Division (OSSD) provides information on HICPS impact
- 5.4.4 MS&E Review Centre provides input on benefit criteria in consultation with contracted health consultants (MS&E only)
- 5.4.5 Program Policy and Planning Division provides input on Vision Care benefit criteria in consultation with a contracted ophthalmologist
- 5.5 Addition/deletion to the MS&E benefit lists, criteria change and policy change are discussed and validated by the MS&E Working Group and reviewed and approved by management. Similarly, changes to the Vision Care Benefit will be reviewed and approved by management.

## **SW6 SCOPE OF WORK**

- 6.1. Contractors of the new MSEAC Committee will contribute to clinical discussions regarding issues facing the NIHB Program with regards to the medical supplies and equipment and vision care benefits and provide recommendations to the NIHB Program on benefit coverage criteria as well as the inclusion and exclusion of various products and services provided through the Program. The MSEAC contractors are also asked to evaluate the effectiveness of previous intervention strategies or policy changes, as required.
- 6.2. Contractors act collectively as an advisor to Indigenous Services Canada (ISC) as per the mandate of the advisory committee, but they are not final decision-makers. The Department has the ultimate responsibility and accountability for any decision resulting from the advice received from the advisory committee.
- 6.3. MSEAC shall be comprised of 6-10 core contractors, including a Chair and Vice-Chair. The Chair and Vice-Chair will each be appointed by the Director-General of NIHB for one year renewable terms.
- 6.4. The Chair shall preside at all MSEAC Meetings and shall act as the key liaison between the MSEAC and the NIHB Program. The Vice-Chair shall, in the absence or disability of the Chair, perform the duties of the Chair.

## **SW7 TASKS**

- 7.1 The Contractor must execute the following tasks, but are not limited to: All contractors (including Chair and Vice-Chair) must:
  - 7.1.1 Obtain the required material from the NIHB Program prior to each meeting for preparation;
  - 7.1.2 Prepare for each meeting by reviewing provided documentation;
  - 7.1.3 Be present for the duration of each meeting (unless approved by the Chair prior to the meeting);
  - 7.1.4 Be an active participant during committee discussions and business;
  - 7.1.5 Participate in votes at meetings (an exception to this voting requirement may occur when a contractor has declared a Conflict of Interest (COI) prior to the meeting. In this situation, the Chair may restrict the member's participation in the discussion and



in voting);

7.1.6 If required, provide presentations/research based on their expertise of the topic; and

7.1.7 Provide the NIHB Program with:

7.1.7.1 Expertise and evidence-based recommendations on issues such as, but not limited to, existing and planned NIHB MS&E and vision care benefits policy criteria, guidelines, activities and initiatives.

7.1.7.2 Evidence-based recommendations regarding management of the NIHB MS&E and vision care benefits, including existing and newly introduced goods and services.

7.1.7.3 Evidence-based recommendations on existing and emerging technologies, their use within the context of the Program mandate and their impact on health outcomes for the NIHB Program client population.

**7.2** Aside from their requirements as a regular member, the Chair must:

7.2.1 Chair committee meetings;

7.2.2 Assist in the preparation of meeting agendas;

7.2.3 Invite contractors to make a presentation at a meeting when relevant and appropriate;

7.2.4 Facilitate discussion among advisory committee contractors in fulfillment of the advisory committee's mandate, including in formulating its recommendations, advice, or report to Indigenous Services Canada;

7.2.5 Seek consensus on the advisory committee's advice among all contractors, and, if there is no agreement, to ensure that this diversity of opinion is noted in meeting records or report;

7.2.6 Support, in any other way, the fulfillment of the advisory committee's mandate;

7.2.7 Provide the tie-breaking vote should there be a tie during any vote at meetings.

**7.3** Aside from their requirements as a regular member, the Vice-Chair must:

7.3.1 At the request of the Chair, or in the case of the Chair's absence, the Vice-Chair will chair the meeting(s) and take on the Chair's other tasks, as required.

**7.4** Ensure security and working dispositions as follows:

7.4.1 Storage of all files in a secure area, under lock and accessed only by the Contractor's resource working for the NIHB Program, if necessary;

7.4.2 Disposition of the files when no longer are required must be done under supervision, by permission of the Senior Policy Analyst, MS&E, Benefit Management Review Services Division and Senior Policy Analyst, Vision

Benefit and according to accepted practices, such as shredding or incineration, unless otherwise advised by the Departmental Representative;

7.4.3 Internet access for e-mail transmissions; and

7.4.4 For teleconferences and other similar meetings, the contractor must make every effort to ensure that a secure line is used and that no one else can listen to the proceedings unless the person has been previously approved by the Chair and Secretariat.

#### **SW8 LOCATION OF WORK**

The work will be performed at the Contractor's site and at Indigenous Services Canada facilities in Ottawa, Ontario.

#### **SW9 LANGUAGE OF WORK**

The work will be completed in English.

All documents related to MSEAC can be provided in both official languages (English and French) upon request by a contractor so that he or she may work in the language of their choice.

#### **SW10 TRAVEL REQUIREMENTS**

The Contractor may be required to travel to Ottawa for 1 to 2 meetings per year.

#### **SW11 CONSTRAINTS**

- 11.1 Due to existing workload and deadlines, the contractor must be ready to work in close and frequent contact with the Project Authority and other departmental representative(s).
- 11.2 Adhere to the MSEAC Terms of Reference (refer to Annex D).
- 11.3 Complete the San'yas Indigenous Cultural Safety Online Training within 6 months of contract award (Refer to Annex E)

#### **SW12 APPLICABLE DOCUMENTS**

ISC will provide the Contractor within the first week of the Contract award the following documents:

- NIHB Directives and Guidelines relating to the applicable programs;
- NIHB Privacy Policy;
- Administrative Procedures;
- Reporting form;
- Invoice form; and
- Registration details for the San'yas Indigenous Cultural Safety Online Training.

### SW13 SUPPORT PROVIDED BY CANADA

The Secretariat is the administrative liaison between advisory body contractors and Indigenous Services Canada and is a resource for contractors.

- 13.1 The Secretariat provides Indigenous Services Canada with leadership and strategic advice in the management of the advisory body and works closely with the Chair and Executive Secretary . In addition, the responsibilities of the Secretariat include to:
- (a) coordinate the member contracting and appointment process;
  - (b) coordinate the preparation of materials for advisory body contractors and meetings, observers, and others, and coordinate the timing of their distribution;
  - (c) assist with the work of the advisory body, as required;
  - (d) provide administrative support to advisory body contractors;
  - (e) support public access to information about the advisory body, as appropriate;
  - (f) act as a liaison between Indigenous Services Canada and the advisory body, including seeking input from Indigenous Services Canada's scientific, technical, programs, and policy subject-matter experts;
  - (g) assist the Chair in carrying out the Chair's responsibilities;
  - (h) undertake any tasks delegated to it by the Executive Secretary ;
  - (i) report to the Executive Secretary on the activities of the advisory body; and
  - (j) assist with a review or audit of the advisory body, as required.
- 13.2 The advisory body's Executive Secretary represents Indigenous Services Canada, First Nations and Inuit Health Branch, Benefit Management and Review Services Division and Program, Policy and Planning Division, and makes decisions about the administration and operation of the advisory body. The Executive Secretary works closely with the Chair and Secretariat.
- 13.3 The Executive Secretary , or a delegate, reports back to the advisory body at the beginning of each meeting on next steps and, if applicable, the impact of the advice received.

### SW14 MEETINGS

- 14.1 The MSEAC will meet up to four (4) times per year, depending on need. Each meeting will be at least a half ( $\frac{1}{2}$ ) day to two (2) days in duration. There must be a minimum of one (1) face-to-face meeting each year of duration two (2) days. The remaining meetings may be held by conference call or videoconference which will be determined by the Chair, as required, and will be for a maximum of a half day (3.75 hours) duration. All face-to-face meetings must be based in Ottawa, Ontario. NIHB is planning to have the first meeting in fiscal year 2020-2021.
- 14.2 For in-person meetings, the Secretariat staff from the NIHB Program will organize the location. This will be in a boardroom or meeting room either within NIHB offices or off-site, in Ottawa. The final decision of location of the meeting rests with the Director

General, NIHB. Contractors are expected to be present at in-person meetings or make alternate arrangements at the discretion of the Chair and NIHB staff.

- 14.3 For teleconference or videoconference meetings, Contractors may call or login from the location of their choice. If preferred, Contractors may come to the NIHB offices in person but will not be reimbursed any travel expenses to do so.

## **SW15 DELIVERABLES**

The Contractor must be able to execute tasks as per SW7. In addition:

- 15.1 Advice and recommendations from the MSEAC will be provided to Indigenous Services Canada in the form of a Record of Decision (ROD) for consideration. All RODs must be completed, in full, and submitted by way of the appropriate ROD template as specified by the NIHB Program. RODs may be prepared by NIHB Program staff at the discretion of the Chair and must be signed by the Chair and Vice-Chair prior to being submitted.
- 15.2 Vote, every voting Committee member participating in the meeting (with the exception of the Chair) must vote (i.e., for or against) on the motion for the adoption of a recommendation: an exception to this voting requirement may occur when a Committee member has declared a conflict of interest prior to the meeting. In this situation, the Chair may restrict the member's participation in the discussion and in voting. In the event of an equality of votes, the Chair must cast the deciding vote.
- 15.3 Review and confirm minutes as circulated by the Secretariat.
- 15.4 Participate in annual review to assess the efficiency and effectiveness of the MSEAC by completing a feedback document.

**ANNEX "B"**

**BASIS OF PAYMENT**

During the period of the Contract, for Work performed in accordance with the Contract, the Contractor will be paid as specified below.

**Initial Contract Period: From Contract Award Date to March 31, 2021**

Add Stream # and Profession: \_\_\_\_\_  
 Add Chair or Vice-Chair, if applicable: \_\_\_\_\_  
 Add Name of Resource: \_\_\_\_\_

<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	
<b>Insert Per Diem Rate (CDN\$)</b>	<b>Estimated Level of Effort (in days)</b>	<b>Insert Preparation Rate (CDN\$)</b>	<b>Estimated Level Preparation (in days)</b>	<b>Insert if applicable, San'yas Indigenous Cultural Safety Online Training (2 days at the per diem rate)</b>	<b>Travel and Living Expenses (applicable taxes included)</b>	<b>Total (CDN\$)</b>
\$	5.5	\$	1.375	\$	\$4,708.00	\$
<b>Sub-Total</b>						\$
<b>Applicable Taxes</b>						\$
<b>Total Contract Value</b>						\$

**Option Contract Period 1 - From April 1, 2021 to March 31, 2022**

Add Stream # and Profession: \_\_\_\_\_  
 Add Chair or Vice-Chair, if applicable: \_\_\_\_\_  
 Add Name of Resource: \_\_\_\_\_

<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	
<b>Insert Per Diem Rate (CDN\$)</b>	<b>Estimated Level of Effort (in days)</b>	<b>Insert Preparation Rate (CDN\$)</b>	<b>Estimated Level Preparation (in days)</b>	<b>Insert if applicable, San'yas Indigenous Cultural Safety Online Training (2 days at the per diem rate)</b>	<b>Travel and Living Expenses (applicable taxes included)</b>	<b>Total (CDN\$)</b>
\$	5.5	\$	1.375	N/A	\$4,708.00	\$
<b>Sub-Total</b>						\$
<b>Applicable Taxes</b>						\$
<b>Total Contract Value</b>						\$

**Option Contract Period 2 - From April 1, 2022 to March 31, 2023**

Add Stream # and Profession: \_\_\_\_\_  
 Add Chair or Vice-Chair, if applicable: \_\_\_\_\_  
 Add Name of Resource: \_\_\_\_\_

A	B	C	D	E	F	Total (CDN\$)
Insert Per Diem Rate (CDN\$)	Estimated Level of Effort (in days)	Insert Preparation Rate (CDN\$)	Estimated Level Preparation (in days)	Insert if applicable, San'yas Indigenous Cultural Safety Online Training (2 days at the per diem rate)	Travel and Living Expenses (applicable taxes included)	
\$	5.5	\$	1.375	N/A	\$4,708.00	\$
<b>Sub-Total</b>						\$
<b>Applicable Taxes</b>						\$
<b>Total Contract Value</b>						\$

**Option Contract Period 3 - From April 1, 2023 to March 31, 2024**

Add Stream # and Profession: \_\_\_\_\_  
 Add Chair or Vice-Chair, if applicable: \_\_\_\_\_  
 Add Name of Resource: \_\_\_\_\_

A	B	C	D	E	F	Total (CDN\$)
Insert Per Diem Rate (CDN\$)	Estimated Level of Effort (in days)	Insert Preparation Rate (CDN\$)	Estimated Level Preparation (in days)	Insert if applicable, San'yas Indigenous Cultural Safety Online Training (2 days at the per diem rate)	Travel and Living Expenses (applicable taxes included)	
\$	5.5	\$	1.375	N/A	\$4,708.00	\$
<b>Sub-Total</b>						\$
<b>Applicable Taxes</b>						\$
<b>Total Contract Value</b>						\$

**Proposed Rate and Preparation Rate**

The proposed per diem rate must not exceed \$1,000.00 for the Initial Contract Period, and each option periods. For teleconferences and meetings, the preparation work will be remunerated at 25% of the per diem rate.

**Chair and Vice-Chair**

The Chair and Vice-Chair will be paid an additional 20% and 10% respectively above the bidder's per diem rate quoted for the initial period of the Contract and each option period should it be exercised. The preparation rate will be remunerated at 25% of the per diem rate.

**Definition of a Day/Proration**

A day is defined as 7.5 hours and half day as 3.75 hours exclusive of meals breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked which is more or less than a day will be prorated to reflect actual time worked in accordance with the following formula:

$$\text{(Hours worked} \times \text{applicable firm per diem rate)} \div 7.5 \text{ hours}$$

- a) All proposed consultant must be available to work outside normal office hours during the duration of the Contract.
- b) No overtime charges will be authorized under the Contract. All time worked will be compensated according to paragraph above.

ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST

Affaires autochtones et Développement du Nord Canada / Aboriginal Affairs and Northern Development Canada

Contract Number / Numéro du contrat: 1000213742  
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. Branch / Sector / Directorate / Region / Direction générale / Secteur / Direction / Région: FNIHB/NIHB/BMRSD/NCR

2. Contract type / Type de contrat: Non-Competitive / Non-compétitif  Competitive / Compétitif

3. Brief Description of Work / Brève description du travail: Expert member of an external advisory committee responsible for providing advice and recommendations to the NIHB Program on the topics of Medical Supplies and Equipment and Vision Care

4. Contract Amount / Montant du contrat: Identified at contract award

5. Contract Start and End date / Date de début et de fin du contrat: Upon contract award to / au one year later

6. Company Name and Address (for non-competitive contract only) / Nom et adresse de la compagnie (pour les contrats non-compétitifs seulement):

7. Will the supplier require / Le fournisseur aura-t-il:

7.1 access to PROTECTED and/or CLASSIFIED information or assets? / accès à des renseignements ou à des biens désignés PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

7.2 an access card to AANDC premises? / besoin d'une carte d'accès aux bureaux d'AADNC?  No / Non  Yes / Oui

7.3 access to the departmental computer network? / accès au réseau informatique du Ministère?  No / Non  Yes / Oui

(If the answer is No to all three questions, go to Part D / Si la réponse est Non aux trois questions, allez à la Partie D)

**PART B - SAFEGUARDS OFF SITE (COMPANY) / PARTIE B - MESURES DE PROTECTION À L'EXTÉRIEUR (COMPAGNIE)**

PHYSICAL INFORMATION / ASSETS / RENSEIGNEMENTS MATÉRIELS / BIENS

8. Will the supplier be required to receive/store PROTECTED and/or CLASSIFIED information/assets on its site or premises? / Le fournisseur sera-t-il tenu de recevoir /entreposer sur place des renseignements/biens PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

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

9.1 Will the supplier be required to use its computers, portable media, or IT systems to electronically process/store sensitive information? / Le fournisseur sera-t-il tenu d'utiliser ses propres ordinateurs, médias portatifs ou systèmes TI pour traiter/stocker électroniquement des renseignements sensibles?  No / Non  Yes / Oui

9.2 Will the supplier be required to electronically transmit sensitive information to/from the Department or with other parties? / Le fournisseur sera-t-il requis de transmettre électroniquement de l'information sensible au/à partir du Ministère ou avec d'autres parties?  No / Non  Yes / Oui

If yes, specify / Si oui, spécifiez:

a) Email transmission / Transmission par courrier électronique:  No / Non  Yes / Oui

b) Other transmission (Secure FTP, Collaboration, etc) / Autre transmission (FTP sécurisée, collaboration, etc):  No / Non  Yes / Oui

c) Remote access required to AANDC network (VPN, Citrix) / Besoin de connexion à distance au réseau d'AADNC (VPN, Citrix):  No / Non  Yes / Oui

9.3 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

\* Handling equipment and measures for secure transmission and emission (cryptographic, secure fax/phone) / Manipulation de l'équipement et des mesures sécuritaires pour fin de transmission et émissions (cryptographie, téléphone/télicopieur sécurisé)

10. SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	Please refer to question / Veuillez vous référer à la question	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ		
		A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
Information Assets / Renseignements/Biens	7.1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information Assets (off site) / Renseignements/Biens (en/à l'extérieur)	8	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Information (Assets off site) / Renseignements/Biens TI (en/à l'extérieur)	9.1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Transmission - e-mail / Transmission TI - courriel	9.2 a)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Transmission - other / Transmission TI - autre	9.2 b)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Remote Access to Network / Connexion à distance au réseau	9.2 c)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMSEC	9.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

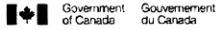
**PART C - PERSONNEL / PARTIE C - PERSONNEL**

11.1 Personnel Security Screening Level Required: / Niveau d'enquête de la sécurité du personnel requis:  N/A / Non requis  Reliability / Fiabilité  Confidential / Confidentiel  Secret  Top Secret / Très secret

11.2 May unscreened personnel be used for portions of work? / Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  No / Non  Yes / Oui  N/A / Non requis

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





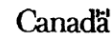
Contract Number / Numéro du contrat 1000213742
Security Classification / Classification de sécurité UNCLASSIFIED

PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme Name (print) - Nom (en lettres moulées) Cynthia Ingram		Title - Titre Director BMRSD	Signature <i>Cynthia Ingram</i>
Telephone No. - N° de téléphone 613-946-0886	Facsimile No. - N° de télécopieur 613-957-3566	E-mail address - Adresse courriel Cynthia.Ingram@canada.ca	Date 27/09/19
14. Organization Security Authority / Responsable de la sécurité de l'organisme Name (print) - Nom (en lettres moulées) Steven Faench		Title - Titre Contract Security officer	Signature <i>Steven Faench</i>
Telephone No. - N° de téléphone 819-934-2334	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel Steven.Faench@canada.ca	Date 2020/03/27
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui			
16. Procurement Officer / Agent d'approvisionnement Name (print) - Nom (en lettres moulées) Christine Madore		Title - Titre Senior Procurement Officer	Signature <i>Christine Madore</i>
Telephone No. - N° de téléphone 819-956-8245	Facsimile No. - N° de télécopieur 819-953-7721	E-mail address - Adresse courriel christine.madore@canada.ca	Date MAR 12 2020
17. Contracting Security Authority / Autorité contractante en matière de sécurité Name (print) - Nom (en lettres moulées) Alexandre Pare-Mondreie		Title - Titre Security Operations	Signature <i>Amondreie</i>
Telephone No. - N° de téléphone 819 997-3767	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date 2020-03-27

Alexandre.pare-mondreie2@canada.ca

TBS/SCT 350-103/2004/12

Security Classification / Classification de sécurité
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# Security Requirements Agreement

Company name: \_\_\_\_\_

Request for proposal: 1000213742

Contract: \_\_\_\_\_

1. **Physical Security Transportation and Safeguard Requirements**

It is important to properly safeguard sensitive information. This will assist in reducing the risk of unauthorized access, disclosure or compromise of **Sensitive** information.

1.1 **Physical Safeguards:**

The Protected documents must be safeguarded in a locked security container with access restricted to the contractor only.

	<b>Protected A</b>	<b>Protected B</b>
<b>Container</b>	Key locked container	Dial lock container
<b>Facility</b>	Restricted access room within office/home	Restricted access room within office/home

**Definitions:**

**Protected information:** Information for which unauthorized disclosure, destruction, interruption, removal or modification could reasonably be expected to cause injury to an individual, organization or government which lies outside the national interest.

**Protected A:** Could cause injury. A few examples: Personal data such as names, birth dates, home address and telephone number, linguistic profiles, salary figures, Social Insurance Numbers.

**Protected B:** Could cause serious injury. A few examples: Several Protected A information compiled, business or client information such as: commercial financial, scientific, or technical information, loss of competitive advantage, legal opinion, medical record.

1.2 **Transportation**

1.2.1 **Transportation of Paper Records:**

- **Protected** documents must be securely packaged in folders carried in an approved locked briefcase.
- Sensitive information must be kept under the constant control of the contractor, including during meals and during travel.
- While on contractor premises, portable media devices containing sensitive information are equivalent to paper records and are to be physically stored within an appropriate security container such as those listed above.

1.2.2 **Prevention Tips While in Transit:**

- Prior to travel: Make an inventory of information.
- Public Areas: Sensitive information must never be read, displayed, discussed or used in public areas.
- Overnight Stopovers: Information is not to be left unattended.
- Travelling by Car: Locked in trunk while travelling. Never to be left unattended in vehicle.
- Travelling by Air: Bring with you as a carry-on.
- Hotels/Conference Centers: Be careful about sensitive conversations in hotel conference rooms.

- Never use hotel reception staff or devices to fax, receive or copy sensitive information. Ensure all participants have the proper security clearance and the need-to-know.
- In the event a device or a document is lost or stolen, it must be reported immediately to the Department.

### 1.2.3 Discussion:

- Sensitive information must never be read, displayed, discussed or used in public areas.
- Be careful about sensitive conversations in hotel conference rooms. Ensure everyone in the conference room has the proper security screening level, the need-to-know and that the door is closed.
- Do not use a wireless device to discuss sensitive matters. Use a wired telephone to discuss **Sensitive** matters.

## 2. IT Security Requirements

Production and storage of **Protected** data outside of the departmental premises must be done as per the following to ensure that the data remains secure at all times.

### 2.1 Electronic Storage

- Store **Protected** electronic documents on encrypted removable media (USB key) that use approved Government of Canada standards (FIPS 140-2 or above (ex: FIPS 140-3) certified removable media device, encrypted with AES 128, 192 or 256 bit algorithm and not be copied to a device which does not meet these requirements.  
<http://csrc.nist.gov/groups/STM/cmvp/documents/140-1/1401vend.htm>
- Select strong passwords for your encrypted USB keys. The level of protection provided by such devices is directly related to the strength of the password chosen.

### 2.2 Electronic Possession, Transportation and Processing

When there is a requirement for the contractor to transport, process or electronically store departmental information, the contractor must ensure that the data remains secure at all times no matter what level of confidentiality the information is by adhering to the following requirements:

- Computing devices used to process data are equipped with up to date anti-virus software which is configured to automatically receive and install product updates;
- Computing devices used to process data must be equipped with up to date software and Operating System versions, and configured to automatically receive and install updates;
- Computing devices are protected by a firewall which can be a network perimeter firewall appliance or host based firewall application installed on the computer (note: a standard router only device is not considered a substitute to a firewall);
- The contractor has the means to securely dispose of electronic data in accordance with CSEC standards (refer to <https://cyber.gc.ca/en/guidance/it-media-sanitization-itsp40006>  
Departmental data must be stored on a FIPS 140-2 or above certified removable media device that is encrypted with AES 128 bit algorithm or higher (refer to <http://csrc.nist.gov/groups/STM/cmvp/documents/140-1/1401vend.htm> for a list of certified devices); and
- Portable storage devices must be labeled to indicate the highest classification or designation level of information stored on the device.

### 2.3 Electronic Transmission of Departmental Data

Electronic transmission of Protected data between the Contractor and the Department of Crown-Indigenous Relations and Northern Affairs Canada (CIRNAC) and Indigenous Services Canada (ISC) must be done as per the following approved method based on the level of sensitivity of the information. The contractor may use a combination of these transmission methods in order to share information with CIRNAC/ISC's personnel. The use of electronic transmission methods other than those listed below is prohibited.

Classification Level	CIRNAC/ISC Approved Transmission Methods	Requirements
<b>Protected A</b>	Email	<p>The Contractor can transmit Protected A Data to CIRNAC/ISC personnel via email as long as the following requirements are met:</p> <ul style="list-style-type: none"> <li>• The e-mail account is not a publically accessible web-mail based service (ex: hotmail, yahoo mail, gmail etc);</li> <li>• Each user has their own corporate e-mail account which is protected with a username and password; and</li> <li>• Email server communication is protected with TLS encryption.</li> </ul>
	Fax	<p>The Contractor can transmit Protected A Data to CIRNAC/ISC via fax as long as the following requirements are met:</p> <ul style="list-style-type: none"> <li>• The sending fax machine is located on the contractor's premises;</li> <li>• The sender contacts the recipient to confirm fax number and advise recipient of incoming fax;</li> <li>• Recipient is present at the fax machine ready to receive fax; and</li> <li>• Sender obtains confirmation from sender of receipt.</li> </ul>
	Wireless Communications	<p>If a wireless access point is installed on the contractor's premises, and devices processing CIRNAC/ISC data will be connected to this network, the wireless infrastructure must at a minimum include the following safeguards:</p> <ul style="list-style-type: none"> <li>▪ The administrator user name and password must be changed from their default values;</li> <li>▪ The network name (SSID) has been changed from its default value; and</li> <li>▪ WPA2 encryption with an AES algorithm enabled and the passphrase meets the following complexity requirements: <ul style="list-style-type: none"> <li>• Must be 8 characters or longer;</li> <li>• Have at least one upper case character;</li> <li>• Have at least one lower case character;</li> <li>• Have at least one numeric character; and</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>• Have at least one allowed special character</li> </ul>
<p><b>Protected B</b></p>	<p>Encrypted and Digitally Signed eMail</p>	<p>The Contractor can transmit Protected B Data to CIRNAC/ISC personnel via email as long as the messages and/or attachments are encrypted and the following requirements are met:</p> <ul style="list-style-type: none"> <li>• The e-mail account is not a publically accessible web-mail based service (ex: hotmail, yahoo mail, gmail etc);</li> <li>• Each user has their own corporate e-mail account which is protected with a username and password;</li> <li>• The contractor has an approved Public Key Infrastructure (PKI) certificate that is compatible with the Government of Canada (GoC) PKI services; and</li> <li>• Entrust software is installed on the contractor's PC/laptop and utilized to encrypt the email using the following settings:             <ul style="list-style-type: none"> <li>• One of the following encryption algorithms is used:                 <ul style="list-style-type: none"> <li>▪ 3DES-168 Bit or higher</li> <li>▪ AES-128 Bit or higher</li> </ul> </li> <li>• Digitally signed with one of the following algorithms:                 <ul style="list-style-type: none"> <li>▪ RSA (Rivest, Shamir, Adleman)</li> <li>▪ DSA (Digital Signature Algorithm)</li> <li>▪ ECDSA (Elliptic Curve Digital Signature Algorithm)</li> </ul> </li> <li>• One of the following Hash functions is used in the generation of digital signatures:                 <ul style="list-style-type: none"> <li>• SHA-224</li> <li>• SHA-256</li> <li>• SHA-384</li> <li>• SHA-512</li> </ul> </li> </ul> </li> </ul>
	<p>Wireless Communications</p>	<p>If a wireless access point is installed on the contractor's premises, and devices processing CIRNAC/ISC data will be connected to this network, the wireless infrastructure must at a minimum include the following safeguards:</p> <ul style="list-style-type: none"> <li>▪ The administrator user name and password must be changed from their default values;</li> <li>▪ The network name (SSID) has been changed from its default value; and</li> <li>▪ WPA2 encryption with an AES algorithm enabled WPA2 encryption with an AES algorithm enabled and the passphrase meets the following complexity requirements:             <ul style="list-style-type: none"> <li>• Must be 12 characters or longer;</li> <li>• Have at least one upper case character;</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>• Have at least one lower case character;</li> <li>• Have at least one numeric character; and</li> <li>• Have at least one allowed special character</li> </ul>
	CIRNAC/ISC Secure File Exchange Service	<p>The Contractor can transmit Protected B Data via CIRNAC/ISC's Secure File Exchange service as long as following requirements are met:</p> <ul style="list-style-type: none"> <li>• A personally identifiable unique username and password is assigned to the user by CIRNAC/ISC; and</li> <li>• The contractor has read and agrees to abide to the Secure File Exchange Acceptable Use Policy (<b>See annex 1 of security requirement agreement</b>)</li> </ul>
	CIRNAC/ISC Collaboration Service	<p>The Contractor can transmit Protected B Data via CIRNAC/ISC's Collaboration service as long as following requirements are met:</p> <ul style="list-style-type: none"> <li>• A personally identifiable unique username and password is assigned to each user by CIRNAC/ISC.</li> </ul>
	Fax	<p>The Contractor can transmit Protected B Data to CIRNAC/ISC via fax as long as the following requirements are met:</p> <ul style="list-style-type: none"> <li>• The sending fax machines is located on the contractor's premises;</li> <li>• The sender contacts the recipient to confirm fax number and advises recipient of incoming fax;</li> <li>• Recipient is present at the fax machine ready to receive fax; and</li> <li>• Sender obtains confirmation from sender of receipt.</li> </ul>

3. Inspection

An authorized representative of the Government shall have the right to inspect, at reasonable intervals, the Contractor's methods and facilities for compliance with the Policy on Government Security requirements and this Agreement. The Contractor shall cooperate with the authorized representative and provide such information as the authorized representative may require in regard to any such inspections. Should the Government determine that the Contractor is not in compliance, it shall submit a written report to the Contractor advising of the deficiencies and follow-up on the deficiencies until they are rectified to the satisfaction of the department.

4. Security Costs

The Department shall not be liable for any costs or claims of the Contractor arising out of this Agreement or instructions issued hereunder.

## Annex 1

### Crown-Indigenous Relations and Northern Affairs Canada / Indigenous Services Canada (CIRNAC / ISC) Secure File Exchange Service

#### Acceptable Use Policy

You have been granted access to the Crown-Indigenous Relations and Northern Affairs Canada/ Indigenous Services Canada (CIRNAC/ISC) Secure File Exchange Service. The purpose of this system is to facilitate sharing of information between CIRNAC/ISC and its business partners.

By using this system you acknowledge and agree to abide by the following terms and conditions:

- The service will **accommodate sensitive information up to, and including, Protected B**. Protected B information is defined as any information for which unauthorized release could cause serious injury to an individual, organization or government; prejudicial treatment; or loss of reputation or competitive edge.
- The system **will not** be used to share any information rated Protected C, Confidential, Secret or Top Secret.
- The CIRNAC/ISC Secure File Exchange Service is for authorized business use only.
- The service may be accessed by authorized participants only.
- Participants will protect and not share their credentials (user ID, password, etc.) with others or allow records of their credentials to be viewed by unauthorized individuals.
- Participants will protect and manage information obtained from the CIRNAC/ISC Secure File Exchange service to prevent disclosure to unauthorized individuals.
- Participants will access the service from personal or organizational workstations that are not intended for public use. This is intended to reduce the likelihood that user credentials or other sensitive information could be cached on the workstation and accessed by unauthorized individuals.
- Files shared via this service will remain available for a period of 48 hours only at which point the files will automatically be removed from the system.



### SECURITY AGREEMENT

I, \_\_\_\_\_ (Contractor) and authorized resources will fulfill the duties as contractor working under the contract \_\_\_\_\_, as set out below, to the best of our abilities.

1. Will abide by all of Indigenous Services Canada (ISC) security clauses and requirements included in this contract. Acknowledge receipt and understand these existing clauses and requirements, and promise to familiarize with any amendments to them, forthwith after receipt of such amendments.
2. Understand and agree that information received in the process of performing our duties in relation to this contract is subject to the Policy on Government Security and may be also subject to the Privacy Act, and will remain the property of CIRNAC/ISC. Without the prior written authorization of CIRNAC/ISC or of the person to whom the information relates, this information can only be viewed by myself and authorized resources and may only be used for the purposes of this contract on behalf of CIRNAC/ISC.
3. Agree to notify ISC authorities of any unauthorized access, disclosure or misuse of the sensitive information of which we become aware and will provide full details of the incident immediately noting the corrective action taken to prevent a recurrence of the incident.
4. Understand and agree that any additional resources authorized to perform work under this contract will also abide by all of ISC security clauses and requirements included in this contract.

I, the undersigned, UNDERSTAND, AGREE AND CONSENT TO COMPLY WITH THE ABOVE:

DATE: \_\_\_\_\_

SIGNED: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

CIRNAC/ISC Project Authority:

DATE: \_\_\_\_\_

SIGNED: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

## ANNEX "D"

### MEDICAL SUPPLIES AND EQUIPMENT ADVISORY COMMITTEE – TERMS OF REFERENCE

#### PREFACE

Indigenous Services Canada's Non-Insured Health Benefits (NIHB) Program is a national program that provides eligible registered First Nations and recognized Inuit with coverage for a range of medically necessary health benefits that are not covered through other social programs, private insurance plans and provincial or territorial health insurance.

NIHB Program benefits include a range of prescription drugs and over-the-counter (OTC) medications, dental and vision care, medical supplies and equipment (MS&E), mental health counselling, and transportation to access medically required health services that are not available on reserve or in the community of residence.

The benefit areas covered under this TOR are the MS&E and Vision Care benefits. Items covered through the MS&E benefit are intended to address NIHB clients' medical needs in relation to basic activities of daily living (ADL). ADLs refer to the basic tasks of everyday life such as eating, bathing, dressing, toileting, and transferring.

Under the Vision Care benefit, the NIHB program provides coverage for eye examinations and corrective eyewear. This includes eye examinations when they are not insured by the province or territory, corrective eyewear (glasses, contact lenses) when prescribed by a vision care professional, and eyeglass repairs.

The NIHB Medical Supplies & Equipment Advisory Committee (MSEAC) is a multidisciplinary advisory body of highly qualified health professionals and academic specialists who will provide evidence-based impartial and practical expert advice and recommendations to the NIHB Program. The advice and recommendations provided by the Committee will be based on the best available evidence as well as current clinical and health care delivery best practices within a community health context.

This draft Terms of Reference will be endorsed by the contracted members at their first meeting and then reviewed and updated on an as-needed basis.

#### 1.1 MANDATE

The MSEAC will provide the NIHB program, Indigenous Services Canada with impartial expert professional advice on a variety of topics identified by NIHB. The Committee will review the available scientific evidence and best practices and provide recommendations on benefit coverage criteria as well as the inclusion and exclusion of various products and services provided through the Program.

The MSEAC will provide advice to Indigenous Services Canada on the following:

- Advise on specific issues related to medical supplies and equipment and vision identified by NIHB; and
- Advise on trends, information and statistics on utilization presented in reports for the purpose of policy and program development and evaluation.

The MSEAC's role is to provide advice and make recommendations to Indigenous Services Canada. Indigenous Services Canada maintains the sole responsibility and authority to make decisions with respect to the mandate and recommendations of this advisory body.

## 2.0 REPORTING STRUCTURE/GOVERNANCE

In absence of an Indigenous Services Canada external advisory body policy, the MSEAC will follow the Health Canada Policy on External Advisory Bodies requirements until at such time Indigenous Services Canada implements a department-specific policy on External Advisory Bodies. All elements of the policy apply to the MSEAC unless these Terms of Reference specifically state otherwise.

Indigenous Services Canada will be represented by the Senior Policy Analyst MS&E Policy Unit who will function as the Executive Secretary to the MSEAC (section 4.4) as well as the manager of the MS&E Review Centre, Benefits Management and Review Services Division.

For all meetings on vision care benefits, the Senior Policy Analyst MS&E and the Senior Policy Analyst, Program, Policy and Planning Division will work closely with the Executive Secretary to the MSEAC on meeting coordination and preparation.

## 3.0 MEMBERSHIP SELECTION PROCESS

Contractors of the MSEAC will be recruited through an open, fair and transparent procurement process.

An additional MSEAC member will be a practicing physician or registered nurse identified by the Assembly of First Nations and regional First Nations/Inuit partners through a separate procurement process.

The goal of this process will be to ensure that the advisory body members will have a wide range of knowledge, expertise, cultural competency, and experience and will reflect a variety of perspectives.

### 3.1 Membership considerations

The mandate of the MSEAC defines its membership.

The MSEAC will have a minimum of six (6) members including at least one (1) each of the specialties identified below by an asterisk (\*), and others as appointed based on the meeting agenda. The Executive Secretary, in consultation with the Chair, may adjust the number of members from time to time to ensure the appropriate range and type of knowledge, expertise, experience, and perspectives. At least one (1) of the MSEAC members will be a practicing physician or registered nurse identified by the Assembly of First Nations and regional First Nations/Inuit partners.

MESAC will be comprised of 15-20 contractors with specialties from each of the following professions:

- Registered Nurse or Nurse Practitioner (\*)
- Family Physician (\*)
- Public Health Physician or Nurse (\*)
- Health Economist (\*)
- Ophthalmologist
- Optometrist
- Respiriologist
- Physiatrist
- Otolaryngologist
- Audiologist
- Occupational Therapist
- Physiotherapist
- Podiatrist or Chiropodist
- Pedorthist
- Orthotist

- Prosthetist
- Respiratory Therapist
- Speech Language Pathologist
- Hearing Instrument Practitioner

With the exception of the Health Economist, each contractor must hold qualification and licensure in Canada and be a current member of their applicable regulatory body.

As required contractors are appointed to the committee when a topic relevant to their expertise is under consideration by the committee until the committee recommendations have been submitted to Indigenous Services Canada.

To preserve the independence of the federal government as a decision maker, a federal employee can neither chair nor be a member of an advisory body and cannot participate in the formulation of an advisory body's advice to Indigenous Services Canada.

*Members must have completed or are expected to complete the San'yas Indigenous Cultural Safety Online Training within 6 months of the contract award.*

### **3.2. Affiliations and Interests**

It is understood that MSEAC members will contribute their independent expertise and will not be representing a society, association or organization, corporation or industry on this Committee.

To be considered for appointment, potential members of the MSEAC are required to complete and return the Affiliations and Interests Declaration Form.

In keeping with the Privacy Act, a completed Affiliations and Interests Declaration Form is considered confidential. Indigenous Services Canada will not make public any information in the form without the member's permission.

Members must refrain from any Conflict of Interest (COI) and, indeed, its very appearance. In situations where a COI or the appearance thereof arises in the course of the work of the Committee, the individual must declare its existence to the Chair and disqualify him/herself from participation in the discussion and/or from further membership on the Committee according to the circumstance or specific situation(s).

The Chair will also ask members to make a verbal statement of their relevant affiliations and interests at the beginning of each advisory body meeting.

Members must update their declaration in writing whenever their situation changes. Indigenous Services Canada will review declarations before making appointments and on an ongoing basis, at least on an annual basis, as well as any time the advisory body mandate is changed.

Members are expected to conduct themselves in an appropriate manner. They may not use their position on an advisory body for their private gain or for the gain of any other person, company, or organization.

### **3.3 Confidentiality**

To support their ability to provide well-informed advice, MSEAC members may receive confidential information. Everyone must sign a Confidentiality Agreement before participating in the MSEAC as a member, presenter, or observer.

The Confidentiality Agreement prohibits the disclosure of any confidential information received through participation in the advisory body, including information received orally or in writing, through email correspondence, telephone calls, print materials, meeting discussions, etc.

Indigenous Services Canada will mark information according to the level to which it is protected under the Policy on Government Security.

The Chair will ensure that everyone participating in the meeting, telephone discussion, email exchange, or in another form of communication has received clear instructions on the confidentiality of the proceedings.

### **3.4 Security clearance**

As a condition, all members must undergo a security clearance to the "reliability status" level. This may require the member to submit fingerprints to the RCMP. Indigenous Services Canada provides the required forms to candidates for appointment.

### **3.5 Indemnification**

All members are paid for their participation in MSEAC through a service contract and are considered contractors and not volunteers. These members are not eligible for indemnification. Obtaining appropriate insurance coverage under these circumstances is the responsibility of individual members if they wish to do so.

Members act collectively as an advisor to Indigenous Services Canada with respect to the mandate of their advisory body but they are not final decision makers. The Department has the ultimate responsibility and accountability for any decision resulting from the advice received from an external advisory body.

### **3.6 Travel and expenses**

Members will be reimbursed for expenses incurred on approved travel for the MSEAC, such as travel costs and accommodation, according to the Treasury Board's Directive on Travel, Hospitality, Conference and Event Expenditures.

### **3.7 Tenure**

Members are assigned for one (1) year with up to four (4) additional one (1) year optional periods. Membership will be reviewed on a regular basis by Indigenous Services Canada to ensure a range of expertise, experience, and perspectives, continuity of membership on the advisory body, and a systematic rotation of membership.

As-required members are appointed to the committee when a topic relevant to their expertise is under consideration by the committee until the committee recommendations have been submitted to Indigenous Services Canada.

The Chair and Vice-Chair will be assigned by the DG for one (1) year with up to four (4) additional one (1) year optional periods.

### **3.8 Resignation process**

It is preferable for a member to provide 14 days' notice of their intent to resign. The resignation letter must be in writing and be addressed to the Executive Secretary and to the Chair. The letter should state the effective date of the resignation.

### **3.9 Reasons for termination**

Indigenous Services Canada may end a member's appointment by writing to the member stating the reasons the appointment is being concluded and the effective date. Appointments may end for a variety of reasons: the member's term is complete; the mandate of the advisory body has been completed; the advisory body's mandate has changed, thus requiring a different membership, etc. An appointment may also be ended for cause when, for example, a member fails to act according to the Terms of Reference, or breaks the Confidentiality Agreement, or misses three consecutive meetings without a satisfactory reason.

## **4. ROLES AND RESPONSIBILITIES**

### **4.1 Members**

Members of an advisory body have a responsibility to Indigenous Services Canada and, by extension, to Canadians, to give their best advice to the Department. To do so, they must consider all input received that is related to the mandate of the advisory body.

Other responsibilities include to:

- (a) Obtain the required material from the NIHB Program prior to each meeting for preparation;
- (b) Prepare for each meeting by reviewing the provided documentation;
- (c) Be present for the duration of each meeting (unless approved by the Chair prior to the meeting);
- (d) Be a thoughtful and active participant during committee discussions and business;
- (e) Participate in votes at meetings (an exception to this voting requirement may occur when a member has declared a COI prior to the meeting. In this situation, the Chair may restrict the member's participation in the discussion and in voting);
- (f) Notify the NIHB Program and the Chair of any changes in their affiliations and interests related to the advisory body's mandate during the time they are members of the advisory body;
- (g) Make an oral statement of affiliations and interests at the beginning of a meeting, if requested to do so by the Chair;
- (h) Direct any media inquiries to the NIHB Program and notify them about the inquiry; and
- (i) Provide the NIHB Program with advice and recommendations as stipulated in Section 1.0 of these Terms of Reference.

### **4.2. Chair and Vice-Chair, if applicable**

A member of an advisory body, who serves as the Chair, or Vice-Chair, has additional responsibilities, including to:

- (a) Chair committee meetings;
- (b) Assist in the preparation of meeting agendas;
- (c) Invite members to make a presentation at a meeting when relevant and appropriate;
- (d) Facilitate discussion among advisory body members in fulfillment of the advisory body's mandate, including in formulating its recommendations, advice, or report to Indigenous Services Canada;
- (e) Seek consensus on the advisory body's advice among all advisory body members, and, if there is no agreement, to ensure that this diversity of opinion is noted in meeting records or report;
- (f) Support, in any other way, the fulfillment of the advisory body's mandate; and
- (g) Provide the tie-breaking vote should there be a tie during any vote at meetings.

At the request of the Chair, or if the Chair is unavailable, the Vice-Chair assumes the role of Chair.

#### **4.3 Secretariat**

The Secretariat is the administrative liaison between advisory body members and Indigenous Services and is a resource for members.

The Secretariat provides Indigenous Services with leadership and strategic advice in the management of the advisory body and works closely with the Chair and Executive Secretary . In addition, the responsibilities of the Secretariat include to:

- (a) Coordinate the member contracting and appointment process;
- (b) Coordinate the preparation of materials for advisory body members and meetings, observers, and others, and coordinate the timing of their distribution;
- (c) Assist with the work of the advisory body, as required;
- (d) Provide administrative support to advisory body members;
- (e) Support public access to information about the advisory body, as appropriate;
- (f) act as a liaison between Indigenous Services Canada and the advisory body, including seeking input from indigenous services' scientific, technical, programs, and policy subject-matter experts;
- (g) Assist the chair in carrying out the chair's responsibilities;
- (h) Undertake any tasks delegated to it by the Executive Secretary ;
- (i) Report to the Executive Secretary on the activities of the advisory body; and
- (j) Assist with a review or audit of the advisory body, as required.

#### **4.4 Executive Secretary**

The advisory body's Executive Secretary represents Indigenous Services, First Nations and Inuit Health Branch, Benefit Management and Review Services Division and makes decisions about the administration and operation of the advisory body. The Executive Secretary works closely with the Chair and Secretariat.

The Executive Secretary , or a delegate, reports back to the advisory body at the beginning of each meeting on next steps and, if applicable, the impact of the advice received.

#### **4.5 Media and communications**

The Executive Secretary , in consultation with the Chair, may appoint a member to be the spokesperson to speak to the media on behalf of the advisory body when required.

A member may discuss advisory body work with the media or at conferences or other external events only with prior permission from the Executive Secretary .

All media requests related to the advisory body's statements or activities will be directed to Media Relations, Indigenous Services Canada, who will coordinate responses with the Executive Secretary and the designated media spokesperson.

### **5.0 MANAGEMENT AND ADMINISTRATION**

#### **5.1 Transparency**

Indigenous Services Canada is committed to transparency as an operating principle. Transparency of the MSEAC is achieved by:

- ensuring that meeting schedules are predictable, where possible
- posting advisory body materials on Indigenous Services Canada's website. These materials may include the following:

- Terms of Reference;
- Member name including membership term; and
- Summary of Expertise, Experience, and Affiliations and Interests.

## **5.2 Meeting Agendas**

The agenda for each MSEAC meeting will be prepared by the NIHB Program in collaboration with the Chair. The NIHB Program will prepare agenda items at least two months prior to the meeting.

Items and the background material required by the MSEAC to perform a review of the agenda item will be provided.

One month prior to the meeting, NIHB staff and the Chair will meet to review and finalize the proposed agenda. This will normally occur via a conference call. NIHB Program staff will ensure that any items for consideration by the Committee have sufficient background information available.

Documents related to the topics identified on the agenda will be available to Committee members at least one week in advance for a teleconference and at least two weeks in advance for an in-person meeting.

## **5.3 Meeting notice and invitations**

All meetings are scheduled at the Chair's initiation. Meetings are opened to Indigenous Services Canada staff, presenters, and observers by invitation. The Secretariat sends out the invitations to attend a meeting.

## **5.4 Frequency, type, and location of meetings**

MSEAC will meet up to four (4) times per year, depending on need. Each meeting will be at least a half (½) day to two (2) days in duration. There must be a minimum of one (1) face-to-face meeting each year for duration of two (2) days. As determined by the Chair, the remaining meetings may be held by conference call as required, and will be for a maximum of a half-day (3.75 hours) duration. All face-to-face meetings must be based in Ottawa, Ontario.

For teleconferences and other similar meetings, members must make every effort to ensure that a secure line is used and that no one else can listen to the proceedings unless the person has been previously approved by the Chair and Secretariat.

## **5.5 Observers**

Observers have no voting power, however, they have the ability, when requested by the Chair, to provide input to MSEAC discussions, ask questions for clarification, and make comments regarding the topics covered on the agenda.

Observers may include:

- (a) MSE Operations Manager, Benefits Management and Review Services Division;
- (b) MSE Senior Policy Analyst;
- (c) Manager, Program, Policy and Planning Division;
- (d) Senior Policy Analyst, Program, Policy and Planning Division;
- (e) A representative from the Assembly of First Nations (AFN);
- (f) A representative from the Inuit Tapiriit Kanatami (ITK);
- (g) Regional Advisory Disability Task Force; and
- (h) Others as deemed appropriate by the Executive Secretary .



As part of the opening remarks at an advisory body meeting, the Chair will:

- identify, by name and organization, the people attending all or part of the meeting as observers;
- confirm with the Secretariat that the observers have signed the Confidentiality Agreement and met Reliability Check standards if required;
- state the requirements and expectations regarding any confidential matters being discussed at the meeting; and
- clarify that observers may not participate in the discussions, either by speaking or by otherwise expressing their support for or disagreement with what is being said, unless specifically invited to do so by the Chair.

## **5.6 Invited presenters**

The Secretariat, or the Chair in consultation with the Executive Secretary, may invite individuals with particular expertise or experience to provide input on a specific topic or agenda item.

Invited guests may participate in the discussions if the Chair specifically invites them to do so, but they do not participate in the formulation of advice.

## **5.7 Requirements of presenters and observers**

Indigenous Services Canada may require an invited presenter or observer to complete:

- Declaration of Affiliations and Interest Form;
- Confidentiality Agreement; and
- Personnel Screening, Consent and Authorization Form.

## **5.8 Public input**

If Indigenous Services Canada decides to seek broad public input on a topic related to the mandate of the advisory body, the Executive Secretary will consult with the Chair on the process to be used and the organization of the public input activity.

## **5.9 Deliberations and reports**

Advice from the MSEAC will be provided to Indigenous Services Canada in the form of a Record of Decision (ROD) for consideration. All RODs must be completed, in full, and submitted by way of the appropriate ROD template as specified by the NIHB Program. RODs may be prepared by NIHB Program staff at the discretion of the Chair and must be signed by the Chair and Vice-Chair prior to being submitted.

Recommendations must be decided by a majority of votes. Every voting Committee member participating in the meeting (with the exception of the Chair) must vote (i.e. for or against) on the motion for the adoption of a recommendation: an exception to this voting requirement may occur when a Committee member has declared a COI prior to the meeting. In this situation, the Chair may restrict the member's participation in the discussion and in voting. In the event of an equality of votes, the Chair must cast the deciding vote.

The MSEAC must have a quorum when making recommendations or providing advice to Indigenous Services Canada. Quorum is at least half (50%) of MSEAC members invited to the meeting, not including the chair. For recommendations to be valid, a quorum of MSEAC members must be present at the meeting. Only MSEAC members are entitled to vote; NIHB Program observers and other observers and/or guests are not entitled to vote.

Minutes will summarize the proceedings to effectively reflect the advice offered.

Minutes will be prepared by the Secretariat and circulated to members for review and confirmation.

In order to ensure that the credibility of MSEAC and the NIHB Program is maintained, recommendations must only be revisited where new information (scientific evidence) clearly indicates a need for reconsideration. Any decision for reconsideration will be made by the Chair in consultation with the NIHB Program.

#### **5.10 Review**

A review will be conducted annually to determine whether administrative, management or other improvements are required to increase the efficiency and effectiveness of the MSEAC. A review may also be carried out to determine the ongoing relevance of the advisory body's mandate and to inform disbanding or renewal decisions.

During the review process, feedback may be sought from the advisory body's chair, members, participants, observers, and others.

The review may be conducted by Indigenous Services Canada officials or by consultants hired by Indigenous Services Canada. The Review Report will be submitted to the Executive Secretary , who may then authorize its distribution to advisory body members.

**ANNEX "E"**

**CERTIFICATION – SAN'YAS INDIGENOUS CULTURAL SAFETY ONLINE TRAINING**

The Bidder must sign and submit with their bid, Annex E – Certification - San'yas Indigenous Cultural Safety Online Training.

The bidder certifies that should a contract be awarded, the bidder or the bidder's proposed resource(s) will complete the San'yas Indigenous Cultural Safety Online Training within 6 months of contract award.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

If the bidder or the bidder's proposed resource has already completed this training, completion documents must be submitted with the technical bid.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Course Description:**

PHSA's San'yas Program is a unique, online training program that explores the pervasive effects of colonization and the underlying racist attitudes, stereotypes and implicit biases that perpetuate low socioeconomic and health indicators across Indigenous populations. It employs an anti-racist and decolonizing pedagogy to examine how the legacy of colonization has contributed to high rates of violence against Indigenous women, children and youth.

The indigenous cultural safety training courses are facilitated in an on-line environment within a customized platform developed and maintained by the San'yas Indigenous Cultural Safety Training Program. Skilled and experienced Facilitators (trained by the San'yas Indigenous Cultural Safety Training, PHSA Indigenous Health) guide and support participants through interactive learning modules.

The training employs interactive techniques to encourage participants to examine stereotyping and the consequences and legacies of colonization. The program is designed to allow learners to explore and process the training at their own pace, while also learning from the expertise of trained facilitators and the experiences of their peers. The San'yas program includes:

- Interactive online modules that are to be completed at the learner's own pace over an 8 week period;
- Discussion boards that provides individuals the opportunity to reflect on the training both privately and in a group setting;
- Facilitators for each cohort of 25 students, who are available to respond to participant questions, prompt discussions, monitor participant safety, and review participants journal entries;
- A pre- and post- training survey to benchmark learner progress and knowledge retention; and
- Resources for individuals who have completed the training and would like to learn more.

Duration: 8 to 10 hours over a period of up to 8 weeks

More information may be found at: <http://www.sanyas.ca/home>

Cost: FNIHB will reimburse 2 days at the bidder's per diem rate.

Registration details to be provided by FNIHB.

**ANNEX "F"**

**CERTIFICATION – INTEREST IN BEING APPOINTED CHAIR OR VICE-CHAIR OF THE NON-INSURED HEALTH BENEFITS MEDICAL SUPPLIES AND EQUIPMENT ADVISORY COMMITTEE (MSEAC)**

The Bidder must sign and submit with their bid, Annex F – Certification – Interest in being appointed Chair or Vice-Chair of the MSEAC.

In order to be appointed Chair or Vice-Chair by the Director General of the Non-Insured Health Benefits, the bidder or the bidder's proposed resource must demonstrate interest by checking one of the applicable boxes below, and must be deemed compliant in one of the following three (3) streams:

Stream 1: Registered Nurse or Nurse Practitioner

Stream 2: Family Physician

Stream 3: Public Health Physician or Nurse

**I am interested in being appointed Chair of the MSEAC Committee.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**I am interest in being appointed Vice-Chair of the MSEAC Committee.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

In the event of more than one (1) Bidder has the same Total Score, the final decision of appointing the Chair and the Vice-Chair will remain with Canada.

**I have no interest in being appointed Chair or Vice-Chair.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**ANNEX "G"**

**CERTIFICATION - FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY**

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

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

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

Complete both A and B.

A. Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
- A2. The Bidder certifies being a public sector employer.
- A3. The Bidder certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.
- A5. The Bidder has a combined workforce in Canada of 100 or more employees; and
  - A5.1. The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.

**OR**

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

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

**OR**

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

**ANNEX "H"**

**NON-DISCLOSURE AGREEMENT**

**HEALTH PROFESSIONALS AND ACADEMIC SPECIALISTS – SUBJECT MATTER EXPERTS ON  
FIRST NATIONS HEALTH FOR THE NON-INSURED HEALTH BENEFITS MEDICAL SUPPLIES AND  
EQUIPMENT ADVISORY COMMITTEE (MSEAC)**

I, \_\_\_\_\_, recognize that in the course of my work as an employee or subcontractor of \_\_\_\_\_, I may be given access to information by or on behalf of Canada in connection with the Work, pursuant to Contract Purchase Requisition #1000213742 between Her Majesty the Queen in right of Canada, represented by the Minister of Public Works and Government Services and the Minister of Indigenous Services Canada, including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Contractor as part of the Work. For the purposes of this agreement, information includes but not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Contract.

I agree that I will not reproduce, copy, use, divulge, release or disclose, in whole or in part, in whatever way or form any information described above to any person other than a person employed by Canada on a need to know basis. I undertake to safeguard the same and take all necessary and appropriate measures, including those set out in any written or oral instructions issued by Canada, to prevent the disclosure of or access to such information in contravention of this agreement.

I also acknowledge that any information provided to the Contractor by or on behalf of Canada must be used solely for the purpose of the Contract Purchase Requisition #1000213742 and must remain the property of Canada or a third party, as the case may be.

I agree that the obligation of this agreement will survive the completion of the Contract Purchase Requisition #1000213742.

Name (printed): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**ANNEX "I"**

**DISCLOSURE OF CONFLICT OF INTEREST AGREEMENT**

**HEALTH PROFESSIONALS AND ACADEMIC SPECIALISTS – SUBJECT MATTER EXPERTS ON FIRST NATIONS HEALTH FOR THE NON-INSURED HEALTH BENEFITS MEDICAL SUPPLIES AND EQUIPMENT ADVISORY COMMITTEE (MSEAC)**

Please read the following information on conflict of interest to see if you have any problem or potential problem of serving on the above Committee under any resulting Contract should one be awarded.

As you may know, suppliers sometimes make allegations regarding conflicts of interest, unfair advantage, or bias in procurement processes. The test currently applied by the Canadian International Trade Tribunal (and the courts) in considering these types of allegations is whether there is a “reasonable apprehension of bias” – it is not necessary for a supplier to prove there is an actual conflict of interest or actual bias, or that it has affected the procurement process. If the Tribunal concludes that there is a reasonable apprehension of bias or if one Offeror has had an unfair advantage over others because of access to information not available to other potential suppliers, damages may be payable by the Crown, or it may be necessary to re-compete the entire requirement. Even where a complaint is not found valid, a complaint in itself delays the procurement process. Given PWGSC’s obligation to conduct fair, open and transparent procurements, we require that you consider and respond to the following, given your involvement in the procurement described above:

- I have described below [*attach additional pages if necessary*] all potential conflicts of interest and any personal or professional relationships or experience that might give rise to a reasonable apprehension of bias in relation to this procurement.

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- I confirm that I have no potential conflicts of interest or any personal or professional relationships or experience that might give rise to a reasonable apprehension of bias in relation to this procurement to report at this time, but agree that I will immediately disclose any that I become aware of during the procurement process.

- I will immediately disclose, should I become aware of it during the procurement process, if I have been in the employ of prospective vendors within one (1) year prior to the publication date of the Request for Proposal # 1000213742.

Print Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Print Name of Employer: \_\_\_\_\_

Print Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**FORM "5"**

**CERTIFICATION - SET-ASIDE FOR ABORIGINAL BUSINESS**

1. This procurement is set aside under the federal government Procurement Strategy for Aboriginal Business, For more information on Aboriginal business requirements of the Set-aside Program for Aboriginal Business, see [Annex 9.4](#), Supply Manual.
2. The Bidder:
  - i. certifies that it meets, and will continue to meet throughout the duration of any resulting contract, the requirements described in the above-mentioned annex;
  - ii. agrees that any subcontractor it engages under any resulting contract must satisfy the requirements described in the above-mentioned annex; and
  - iii. agrees to provide to Canada, immediately upon request, evidence supporting any subcontractor's compliance with the requirements described in the above-mentioned annex.
3. The Bidder must check the applicable box below:
  - i.  The Bidder is an Aboriginal business that is a sole proprietorship, band, limited company, co-operative, partnership or not-for-profit organization.

**OR**

  - ii.  The Bidder is either a joint venture consisting of two or more Aboriginal businesses or a joint venture between an Aboriginal business and a non-Aboriginal business.
4. The Bidder must check the applicable box below:
  - i.  The Aboriginal business has fewer than six full-time employees.

**OR**

  - ii.  The Aboriginal business has six or more full-time employees.
5. The Bidder must, upon request by Canada, provide all information and evidence supporting this certification. The Bidder must ensure that this evidence will be available for audit during normal business hours by a representative of Canada, who may make copies and take extracts from the evidence. The Bidder must provide all reasonably required facilities for any audits.

By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

**Owner/Employee Certification - Set-aside for Aboriginal Business**

If requested by the Contracting Authority, the Bidder must provide the following certification for each owner and employee who is Aboriginal:

1. I am \_\_\_\_\_ (*insert "an owner" and/or "a full-time employee"*) of \_\_\_\_\_ (*insert name of business*), and an Aboriginal person, as defined in [Annex 9.4](#) of the *Supply Manual* entitled "Requirements for the Set-aside Program for Aboriginal Business".



2. I certify that the above statement is true and consent to its verification upon request by Canada.

\_\_\_\_\_  
Printed name of owner and/or employee

\_\_\_\_\_  
Signature of owner and/or employee

\_\_\_\_\_  
Date