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## **PART 1 - GENERAL INFORMATION**

### **1. Security Requirement**

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

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

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

1.3 For additional information on security requirements, Bidders should refer to the [Contract Security Program](#) (CSP) of Public Works and Government Services Canada website.

### **2. Statement of Work**

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

### **3. Revision of Departmental Name**

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

### **4. Debriefings**

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

### **5. Procurement Ombudsman**

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



## PART 2 - BIDDER INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions 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](#) (2020-05-28), Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: sixty (60) days

Insert: one hundred and twenty (120) days

### 2. Submission of Bids

Bids must be submitted only to Correctional Service of Canada (CSC) by the date, time and place indicated on page 1 of the bid solicitation.

The following information must appear on the bid envelope when hand-delivered:

- Request for Quotation number;
- Name of the Contracting Authority;
- Solicitation Closing Date.

### 3. Former Public Servants

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

#### **Definitions**

For the purposes of this clause, "former public servant" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;



- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

### Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes ( ) No ( )**

If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2019-01](#) 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:

- i. name of former public servant;
- ii. conditions of the lump sum payment incentive;
- iii. date of termination of employment;
- iv. amount of lump sum payment;
- v. rate of pay on which lump sum payment is based;
- vi. period of lump sum payment including start date, end date and number of weeks;



- vii. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

#### 4. Enquiries – Bid Solicitation

##### Industry Day:

CSC will hold an industry day during the solicitation period in order to answer questions from potential bidders.

The industry day will be held by Webex:

**Date: Friday, October 9, 2020**

**Time: 12:30 p.m. to 15:00 p.m.**

Reunion #: 173 171 1054

Access code : Scc123!

Link : <https://canada.webex.com/canada-fr/j.php?MTID=m29f710b87b0bdd3bd2f5d874438e0fce>

Video address: [1731711054@canada.webex.com](mailto:1731711054@canada.webex.com)

Audio connection:

+1-613-714-9906 Canada (Ottawa)

+1-438-797-4001 Canada (Montreal)

Code d'accès : 173 171 1054

**OR**

**Date: Tuesday, October 13, 2020**

**Time: 9:00 a.m. to 12:00 a.m.**

-----  
Reunion # : 173 805 0846

Access code: Scc1234!

Link: <https://canada.webex.com/canada-fr/j.php?MTID=m5f2786da3e51c3d5478ec360db354c97>

Video address: [1738050846@canada.webex.com](mailto:1738050846@canada.webex.com)

Audio connection:

+1-613-714-9906 Canada (Ottawa)

+1-438-797-4001 Canada (Montreal)

Access code: 173 805 0846

It is not mandatory for suppliers to attend the industry day in order to submit a proposal.



All enquiries must be submitted in writing to the Contracting **Authority no later than five (5) business days before the bid closing date**. Enquiries received after that time may not be answered.

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

## **5. Applicable Laws**

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

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





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

### **1. Bid Preparation Instructions**

CSC requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid: **three (3) hard or electronic copies;**

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

Section III: Certifications: **one (1) hard or electronic copy;**

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

**Bidders are requested to submit their Financial Bid in an envelope separate from their technical proposal.**

CSC requests that bidders follow the format instructions described below in the preparation of their bid:

- i. use 8.5 x 11 inch (216 x 279 mm) paper;
- ii. use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process, the [Policy on Green Procurement](#). To assist Canada in reaching its objectives, bidders should:

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

### **2. Section I: Technical Bid**

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

To facilitate bid evaluation, Bidders may use the **Mandatory Requirements and Rated Technical Criteria Spreadsheet in Annex F** to provide information needed to substantiate the training and experience claimed. **It is not mandatory** for Bidders to use of the Mandatory and Rated Technical Criteria Spreadsheet to submit a bid. However Bidders are encouraged to do so to facilitate evaluation of their bid.



### **3. Section II: Financial Bid**

Bidders do not have to submit a financial bid in response to this solicitation.

### **4. Section III: Certifications**

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



## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 1. Evaluation Procedures

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

#### 1.1 Technical Evaluation

##### 1.1.1 Mandatory Technical Criteria

Proposals will be evaluated to determine if they meet all mandatory requirements outlined in **Annex D – Evaluation Criteria**. Proposals not meeting all mandatory criteria will be declared non-responsive and will be given no further consideration.

##### 1.1.2 Point Rated Technical Criteria

Proposals will be evaluated to determine their score with regards to the point rated criteria outlined in **Annex D – Evaluation Criteria**.

### 2. Basis of Selection

- 1. To be declared responsive, a bid must:
  - a. comply with all the requirements of the bid solicitation;
  - b. meet all mandatory technical evaluation criteria; and
  - c. obtain the required minimum of 50% overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 100 points.
- 2. Bids not meeting (a) or (b) or (c) will be declared non responsive. **The responsive bid with the highest total number of points will be recommended for award of a contract.**
- 3. Tie-breaking method for identical bids:

If two technically compliant bids obtain the same total number of points, CSC will award the contract to the bid with the proposed psychiatrist having the most experience in providing care within a correctional facility.

If two technically compliant bids with the same number of points also have proposed psychiatrists with the same experience in providing care within a correctional facility, the contract will be awarded as follows :

- a. Bid submitted by mail: technically compliant bid that was received first according to the bid receiving unit date and time stamped on the bidder's envelope containing the bid.
- b. Bid submitted by email: technically compliant bid that was received first according to the date and time the bidder transmitted the email to the generic email address for receiving bids, indicated on the first page of the bid solicitation.



### **3. Insurance Requirements**

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex E, Insurance Requirements.

If the information is not provided in the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.



## **PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION**

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

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

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

### **1. Certifications Precedent to Contract Award and Additional Information**

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

#### **1.1 Integrity Provisions – Declaration of Convicted Offenses**

- A) Subject to subsection B, by submitting a bid in response to this bid solicitation, the Bidder certifies that:
- i. it has read and understands the Ineligibility and Suspension Policy;
  - ii. it understands that certain domestic and foreign criminal charges and convictions, and other circumstances, as described in the Policy, will or may result in a determination of ineligibility or suspension under the Policy;
  - iii. it is aware that Canada may request additional information, certifications, and validations from the Bidder or a third party for purposes of making a determination of ineligibility or suspension;
  - iv. it has provided with its bid a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offenses in the Policy;
  - v. none of the domestic criminal offenses, and other circumstances, described in the Policy that will or may result in a determination of ineligibility or suspension, apply to it, its affiliates and proposed first tier subcontractors; and
  - vi. it is not aware of a determination of ineligibility or suspension issued by PWGSC that applies to it.
- B) Where a Bidder is unable to provide any of the certifications required by subsection A, it must submit with its bid the completed [Integrity Declaration Form](#). Bidders must submit this form to Correctional Service of Canada with their bid.



### 1.2 Integrity Provisions – Required documentation

**List of names:** all Bidders, regardless of their status under the Ineligibility and Suspension Policy, must submit the following information:

- i. Bidders that are corporate entities, including those bidding as joint ventures, must provide a complete list of the names of all current directors or, for a privately owned corporation, the names of the owners of the corporation;
- ii. Bidders bidding as sole proprietors, including sole proprietors bidding as joint ventures, must provide a complete list of the names of all owners; or
- iii. Bidders that are a partnership do not need to provide a list of names.

List of Names:

_____	_____
_____	_____
_____	_____
_____	_____

**OR**

The Bidder is a partnership

During the evaluation of bids, the Bidder must, within ten (10) working days, inform the Contracting Authority in writing of any changes affecting the list of names submitted with the bid.

### 1.3 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) – Labour's website](#).

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

### 1.4 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience.



The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

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

### **1.5 Language Requirements - Bilingual Essential**

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

### **1.6 Education and Experience**

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

### **1.7 Licensing Certification**

#### **a) Medical License:**

The proposed psychiatrist must hold a current specialty license in psychiatry good standing with the provincial licensing body for physicians and surgeons in the province where services are to be provided.

The Contractor must provide a copy of the psychiatrist's licenses to the Contracting Authority annually for the duration of the contract and when requested to do so.

The proposed psychiatrist must provide a signed declaration that there are no investigations or judgements against them in any area of professional competence, conduct, and that their license to practice medicine (psychiatry) has no restrictions. If there are current investigations, judgements or restrictions registered against the proposed psychiatrist, Bidders must provide details of these judgements or restrictions with their bid.

The Contractor must also provide this declaration each year before an option period is exercised.

### **1.8 Certification:**

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



## PART 6 - RESULTING CONTRACT CLAUSES

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

### 1. Security Requirement

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

#### **SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE No. 21301-21-3600260**

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or sensitive site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, **PWGSC**.
3. The Contractor/Offeror **MUST NOT** remove any PROTECTED information or assets from the identified site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of the CSP, **PWGSC**.
5. The Contractor/Offeror must comply with the provisions of the:
  - a) Security Requirements Check List and security guide (if applicable), attached at Annex C ;
  - b) Industrial Security Manual (Latest Edition).

### 2. Statement of Work

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

### 3. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](#) issued by Public Works and Government Services Canada.

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





### 3.1 General Conditions

[2010B](#) (2020-05-28), General Conditions - Professional Services (Medium Complexity), apply to and form part of the Contract.

### 3.2 Supplemental General Conditions

[4008](#) (2008-12-12), Supplemental General Conditions – Personal Information, apply to and form part of the Contract.

### 3.3 Replacement of Specific Individuals

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.

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

## 4. Term of Contract

### 4.1 Period of the Contract

The period of the Contract is from **December 1<sup>st</sup>, 2020 to November 30<sup>th</sup>, 2022 inclusively.**

### 4.2 Option to Extend – Transition Period

The Contractor acknowledges that the nature of the services provided under the Contract requires continuity and that a transition period may be required at the end of the Contract. The Contractor agrees that Canada may, at its discretion, extend the Contract by a period of **sixty (60) days** under the same conditions to ensure the required transition. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions of the Basis of Payment.

The Contracting Authority will advise the Contractor of the extension by sending a written notice to the Contractor at least **thirty (30) calendar days** before the contract expiry date. The extension will be evidenced, for administrative purposes only, through a contract amendment.



## 5. Authorities

### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Isabelle Gravel  
Title: Contracting and Procurement Regional Officer  
Correctional Service Canada  
Contracting and Material Services

Address: 250, montée St-François  
Laval (Quebec) H7C 1S5

Telephone: 450-661-9550, ext. 3300  
E-mail address: [Isabelle.Gravel@csc-scc.gc.ca](mailto:Isabelle.Gravel@csc-scc.gc.ca)

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

### 5.2 Project Authority *(will be completed upon the award of the Contract)*

The Project Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Correctional Service Canada  
Branch/Directorate: \_\_\_\_\_  
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.

### 5.3 Contractor's Representative *(to be completed by the Contractor)*

The Authorized Contractor's Representative is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_



## 6. Payment

### 6.1 Basis of Payment

Payments will be made in accordance with Annex B, Basis of Payment.

### 6.2 Limitation of Expenditure *(will be completed upon the award of the Contract)*

Canada's total liability under the Contract must not exceed \$ \_\_\_\_\_. Customs duties are exempt and Applicable Taxes are extra.

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 percent committed, or
- b. four (4) 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.

If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### 6.3 Monthly Payment

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.

### 6.4 SACC Manual Clauses

SACC Manual clause [A9117C](#) (2007-1130), T1204 - Direct Request by Customer Department

SACC Manual clause [C0710C](#) (2007-11-30), Time and Contract Price Verification

SACC Manual clause [C0705C](#) (2010-01-11), Discretionary Audit

### 6.5 Travel and Living Expenses

Consult Article 2. Cost Reimbursable Expenses of Annex B, Basis of Payment.



## **7. Invoicing Instructions**

7.1 The Contractor must submit invoices on a monthly basis.

Invoices must show:

- (a) the date, the name and address of the client department, contract number, Procurement Business Number (PBN), and financial code(s);
- (b) details of the tasks performed, including but not limited to:
  - inmates care;
  - telephone consultation services for general practitioners and Health Care Professionals (other than on-call);
  - on-call and call-back services;
  - attendance at meetings; and
  - other services related to the provision of psychiatric care to inmates.
- (c) The number of hours spent performing each task;
- (d) The fixed hourly rate(s) in accordance with the Basis of Payment; and
- (e) The extension of the totals
- (f) Applicable Taxes must be specified on all invoices as a separate item along with corresponding registration numbers from the tax authorities. All items that are zero-rate, exempt or to which Applicable Taxes do not apply, must be identified as such on all invoices.
- (g) By submitting an invoice, the Contractor certifies that the invoice is consistent with the Work delivered and is in accordance with the Contract.

7.2 If applicable, each invoice must be supported by a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses.

7.3 Invoices must be distributed as follows:

- (a) The original and one (1) copy must be forwarded to the Project Authority for certification and payment.

## **8. Certifications and Additional Information**

### **8.1 Compliance**

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



## 9. Applicable Laws

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

## 10. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the Supplemental General Conditions [4008](#) (2008-12-12), Personal Information;
- (c) the General Conditions [2010B](#) (2020-05-28), Professional Services (medium complexity);
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) Annex E, Insurance Requirements;
- (h) Annex G, National Essential Health Services Framework;
- (i) the Contractor's bid dated \_\_\_\_\_ (*will be completed upon the award of the contract*).

## 11. Termination on Thirty Days Notice

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

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

## 12. Insurance – Specific Requirements

The Contractor must comply with the insurance requirements specified in Annex E, Insurance Requirements. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.



### **13. Ownership Control**

Where the Contractor will have access to any and all personal and confidential information belonging to Canada, CSC staff or inmates for the performance of the work, the following will apply:

- (a) The Contractor warrants that it is not under ownership control of any non-resident entity (i.e. Individual, partnership, joint venture, corporation, limited liability company, parent company, affiliate or other).
- (b) The Contractor shall advise the Minister of any change in ownership control for the duration of the contract.
- (c) The Contractor acknowledges that the Minister has relied on this warranty in entering into this Contract and that, in the event of breach of such warranty, or in the event that the Contractor's ownership control becomes under a non-resident entity, the Minister shall have the right to treat this Contract as being in default and terminate the contract accordingly.
- (d) For the purposes of this clause, a non-resident entity is any individual, partnership, joint venture, corporation, limited liability company, parent company, affiliate or other residing outside of Canada.

### **14. Closure of Government Facilities**

Contractor personnel are employees of the Contractor and are paid by the Contractor on the basis of services rendered. Where the Contractor or the Contractor's employees are providing services on government premises pursuant to this Contract and the said premises become non accessible due to evacuation or closure of government facilities, and consequently no Work is being performed as a result of the closure, Canada will not be liable for payment to the Contractor for the period of closure.

Contractors working at CSC sites should be aware that they may be faced with delay or refusal of entry to certain areas at certain times even if prior arrangements for access may have been made. Contractors are advised to call in advance of travel to ensure that planned access is still available.

### **15. Tuberculosis Testing**

It is a condition of this contract that the Contractor or any employees of the Contractor who require entry into a Correctional Service of Canada Institution to fulfill the conditions of the contract may, at the sole discretion of the Warden, be required to provide proof of and results of a recent tuberculin test for the purpose of determining their TB infection status.

Failure to provide proof of and results of a tuberculin test may result in the termination of the contract.

All costs related to such testing will be at the sole expense of the Contractor.

### **16. Compliance with CSC Policies**

The Contractor agrees that its officers, representatives, agents and subcontractors will comply with all regulations and policies in force at the site where the work covered by this contract is to be performed.



Unless otherwise provided in the contract, the Contractor shall obtain all permits and hold all certificates and licenses required for the performance of the Work.

Details on existing CSC policies can be found on the [CSC website](#) or any other CSC web page designated for such purpose.

## **17. Health and Labour Conditions**

In this section, "Public Entity" means the municipal, provincial or federal government body authorized to enforce any laws concerning health and labour applicable to the performance of the Work or any part thereof.

The Contractor shall comply with all laws concerning health and labour conditions applicable to the performance of the Work or part thereof and shall also require compliance of same by all its subcontractors when applicable.

The Contractor upon any request for information or inspection dealing with the Work by an authorized representative of a Public Entity shall forthwith notify the Project Authority or Her Majesty.

Evidence of compliance with laws applicable to the performance of the Work or part thereof by either the Contractor or its subcontractor shall be furnished by the Contractor to the Project Authority or Her Majesty at such time as the Project Authority or Her Majesty may reasonably request."

## **18. Identification Protocol Responsibilities**

The Contractor must ensure that the Contractor and each of its agents, representatives or subcontractors (referred to as Contractor Representatives for the purposes of this clause) comply with the following self-identification requirements:

During the performance of any Work at a Government of Canada site, the Contractor and each Contractor Representative must be clearly identified as such at all times;

During attendance at any meeting, the Contractor or Contractor Representatives must identify themselves as such to all meeting participants;

If the Contractor or a Contractor Representative requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify himself as the Contractor or an agent or subcontractor of the Contractor in all electronic mail in the signature block as well as under the e-mail account Properties. This identification protocol must also be used in all other correspondence, communication, and documentation; and

If Canada determines that the Contractor is not complying with any of the obligations stated in this article, Canada will advise the Contractor and request that the Contractor implement, without delay, appropriate corrective measures to eliminate recurrence of the problem.

## **19. Dispute Resolution Service**

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



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

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169, by e-mail at [the Office of the Procurement Ombudsman email address](#), or by web at [the Office of the Procurement Ombudsman website](#).

## 20. Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the Department of Public Works and Government Services Act will review a complaint filed by the complainant respecting the administration of the Contract if the requirements of Subsection 22.2(1) of the Department of Public Works and Government Services Act and Sections 15 and 16 of the Procurement Ombudsman Regulations have been met.

To file a complaint, the Office of the Procurement Ombudsman may be contacted by e-mail at [the Office of the Procurement Ombudsman email address](#), by telephone at 1-866-734-5169, or by web at the Office of the Procurement Ombudsman website.

## 21. Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2019-01](#) of the Treasury Board Secretariat of Canada.

## 22. Information Guide for Contractors

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

## 23. Government Site Regulations

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





## **ANNEX A – Statement of Work**

### **1. Introduction:**

1.1 The Correctional Service of Canada (CSC) Health Services require the services of a licensed physician with a specialty in psychiatry (referred to herein as a psychiatrist) for Regional Mental Health Center (units: 1B, 1C, 2B, 2C and 2D) in the Quebec Region. The Contractor (psychiatrist) will provide psychiatric care services to offenders and collaborate with the interdisciplinary health services team that includes, but is not limited to Nurses, Pharmacists, Nurse Practitioners, Social Workers, Dietitians, Dentists, Psychologists, and other medical and allied healthcare professionals.

### **2. Background:**

2.1 CSC has a legal obligation, under the Corrections and Conditional Release Act (CCRA), Section 86, as follows: “The Service shall provide every inmate with essential health care and reasonable access to non-essential health care.”

2.2 The Commissioner’s Directives 800 series are the key references on essential health care services (physical health, mental health, health promotion).

2.3 The Health Services vision is “Providing quality integrated person-centred care.”

2.4 The mission of Health Services is to provide offenders with efficient and effective health care that: is patient/family/support-centered; Encourages individual responsibility and patient self-management; Promotes healthy reintegration at discharge; and Contributes to safe communities.

2.5 During the period of incarceration, inmates are provided with a range of coordinated health services that are accessible, affordable, and appropriate to the correctional environment.

2.6 Health services are provided in Primary Care Health Centres in Institutions; Regional Hospitals (inpatient medical care); and Regional Treatment / Psychiatric Centres (inpatient psychiatric care). Incarcerated offenders may have to go to the community for emergency services, specialized health care services and for hospitalization that cannot be managed in CSC’s Regional Hospitals. In CSC, health care is provided by a wide range of regulated and non-regulated health professionals.

2.7 There are challenges practicing primary care medicine (physical and psychiatric) in a Canadian Federal Correctional environment, such as providing care in the context of various security levels and its related requirements.

### **3. Objective, Psychiatrist:**

3.1 Provide and actively participate in the coordination of essential mental health services to offenders at

*Regional Mental Health Center (units: 1B, 1C, 2B, 2C and 2D) - located at 242, Montée Gagnon, Sainte-Anne-des-Plaines (Quebec), J0N 1H0*

as a psychiatrist. See Annex G for the National Essential Health Services Framework.



#### 4. Performance standards:

- 4.1 The Contractor, in the provision of care, must apply The United Nations Standard Minimum Rules for the Treatment of Prisoners (the Nelson Mandela rules).
- 4.2 Recognizing the high lifetime prevalence of trauma among incarcerated persons, care should be provided in ways that recognize needs for physical and emotional safety, as well as choice and control in decisions affecting the inmate's treatment.
- 4.3 Along with recognizing the gender, cultural, religious and linguistic differences of Offenders, the Contractor must particularly take into consideration the historical context of the lives of Canada's Indigenous peoples and be sensitive to the impacts of intergenerational trauma and the physical, mental, emotional and social harms experienced by Indigenous people.
- 4.4 The Contractor must provide services in accordance with the ethical and professional practice standards of the applicable college of Physicians and Surgeons.
- 4.5 The Contractor must provide all services respecting federal and provincial legislation and standards, provincial and national and CSC Policy/Guidelines related to the provision of mental health and physical healthcare.
- 4.6 The Contractor must provide care in accordance with CSC's National Medical Advisory Committee and Medical Practitioner By-Laws governing Physicians, Dentists and Nurse Practitioners who provide Medical Care to Patients.
- 4.7 The relevant legislation and CSC Policy/Guidelines on medical care are available on CSC's intranet website referred to as "the HUB" and the Commissioner's Directives are available on CSC's website at [www.csc-scc.gc.ca](http://www.csc-scc.gc.ca) The Contractor may request hard copies of relevant policies, guidelines and standards from the Project Authority. The Project Authority will forward all new relevant policies/guidelines to the Contractor via their CSC email account.
- 4.8 Documentation in CSC Electronic Health Care Records:
  - a) In addition to the above noted policies, guidelines and standards, the Contractor must document all information relevant to the mental health services provided in the offenders' Electronic Health Care Records in compliance with relevant legislation, professional standards of practice and CSC's Documentation for Health Services Professionals guidelines and their Provincial Regulatory College. The Contractor must ensure that documentation is sufficient to communicate to other health care professionals the status of the patient (including special circumstances/requirements) and the next steps in treatment and follow-up.
  - b) As a quality improvement measure, and as part of the Medical Practitioner Quality Improvement Review, the Contractor's documentation will be reviewed for quality, consistency and completeness.
  - c) The Project Authority will provide an encrypted laptop to the Contractor for documentation in CSC's Electronic Health Care Records. The Project Authority will obtain all necessary CSC internal approvals and must comply with requirements for taking CSC assets off site. The Project Authority will also ensure the Contractor is aware of all CSC requirements regarding care and protection of CSC assets and IT security requirements including those associated with the use of Portable Data Storage Devices (encrypted laptops).



- d) The Contractor must obtain prior approval, in writing, from the Project Authority before collecting any data on inmates. The Contractor must specify what data would be collected and for what purpose.
- e) The Project Authority will provide a Government of Canada (GC) email address to the Contractor. The Contractor must comply with Identification Protocol Responsibilities specified in the contract. The Contractor must regularly monitor this GC email address on an ongoing basis and read email correspondence. The Contractor must communicate all matters that relate to offenders using this secure email address only.

## 5. Tasks:

- 5.1 The Contractor must provide mental health services to offenders with serious mental illness, as requested by the Project Authority, in accordance with the National Essential Health Services Framework including any amendment to this Framework issued by CSC during the contract period and any optional period if and when exercised by CSC.

These services include, but are not limited to the following:

- a) Assess and treat individual offenders;
  - b) Participate in discharge and release planning as requested;
  - c) Develop care plans and discharge summaries in accordance with mental health service delivery guidelines;
  - d) Provide consultation to other health care providers to ensure continuity of care. This includes providing consultation to community mental health service providers and the prescribing physician if the offender is residing in the community;
  - e) Provide consultation and advice on mental health services to the mental health team and/or institutional management as requested;
  - f) Provide educational sessions as requested;
  - g) Participate in meetings including Medical Advisory Committees, case conferences and other related activities as requested;
  - h) Participate in CSC training, including orientation to CSC and risk assessment training as requested;
  - i) Participate in the evaluation of the efficiency, quality and delivery of services, including, but not limited to, participation in medical audits, peer and interdisciplinary reviews, chart reviews and incident report reviews as well as the Accreditation process;
  - j) Provide consultation services for the resolution of CSC internal offender grievance and investigative processes as requested;
  - k) Provide Telepsychiatry sessions (psychiatric services by videoconference) to offenders as requested and approved by the Project Authority.
- 5.2. The Contractor must act and provide care to inmates that meets the requirements set out in the Medical Practitioner By-Laws, under Duties Section in the Medical Practitioner Active Category, including any amendment to these By-Laws issued by CSC during the contract period and any optional period if and when exercised by CSC. See Annex H.



### 5.3 Psychiatric Assessment Services:

- a) The Contractor must conduct assessments and submit assessment reports for sharing with third parties including the Parole Board of Canada as requested by the Project Authority.
- b) The focus of the reports will be evaluation of risks associated with the offender's mental health profile including the means to manage identified risks.
- c) The reports must include the following as a minimum:
  - i. Case formulation addressing criminogenic / risk relevant information associated with mental health profile and interview impressions;
  - ii. Clinical opinion; and
  - iii. Recommendations (treatment/risk management focused).
- d) The Contractor must prepare and submit assessment reports within 10 days of the interview or at the date agreed upon with the Project Authority or their delegate.
- e) The Contractor must submit all assessment reports in a typewritten format. Assessment reports will not normally exceed five pages in length
- f) The Contractor must explain to inmates the limits to confidentiality and obligations of the Contractor to CSC prior to providing any services and ensure that all reports are shareable with the inmate.

5.4 The Contractor must visit incarcerated offenders in designated areas of the institution (including, but not limited to the Structured Intervention Unit, Health Care Unit, Living unit for older persons, Intake and Assessment Unit) as requested by the Project Authority or delegate. The Contractor may independently request to assess an inmate in any condition of confinement.

5.5 Recommendations for non-formulary medication and Special Authorization items applicable to incarcerated offenders, only:

- a) The Contractor must:
  - i. Prescribe, administer and monitor medications according to the CSC National Drug Formulary;
  - ii. Request non-formulary medications in accordance with CSC's National Drug Formulary; and
  - iii. Request Special Authorization items in accordance with CSC's Essential Health Services Framework.

### 5.6 Quebec Administrative Tribunal or Public Curator Documentation Requirements

- a) At the request of the Project Authority, the Contractor must prepare the relevant documentation for the Quebec Administrative Tribunal or Public Curator.
- b) At the request of the Project Authority, the Contractor must prepare the relevant documentation for those cases requiring an order for treatment against the will of the offender or order of custody in an institution in accordance with Provincial Legislation.
- c) Make appearances at various courts as needed.



5.7 The Contractor must participate in an annual Medical Practitioner Quality Improvement Review with the respective Regional Psychiatrist Lead as laid out in the Medical Practitioner By-Laws, Annex H.

#### 5.8 Location of Work

The Contractor must provide psychiatric care to offenders on-site at the Regional Mental Health Center (units: 1B, 1C, 2B, 2C and 2D) mentioned under section 3, Objective.

The Contractor must provide psychiatric care by telepsychiatry to offenders at Regional Mental Health Center (units: 1B, 1C, 2B, 2C and 2D).

### 6. Grievance, Investigation Processes, Human Rights Complaints and Court Proceedings

6.1 The Contractor must participate in various CSC internal offender grievance/investigation/human rights complaints processes, or court proceedings that may include a review of the Contractor's documentation on the Health Care Records. Upon request from the Project Authority, the Contractor must participate in interviews as a result of an offender grievance/investigation process.

6.2 At the request of the Project Authority, the Contractor must participate in provincial review boards and panels as well as CSC Boards of Investigation.

### 7. Services related to the provision of Health Services in CSC:

7.1 At the request of the Project Authority, the Contractor must assume a role as part of a Professional Advisory Committee, participate in credentialing, and review professional practice issues.

### 8. Notification Requirements:

8.1 The Contractor must notify the Project Authority of any issues that may call into question the Contractor's competency and any restrictions imposed by the licensing body affecting the Contractor's ability to provide psychiatric services to offenders.

8.2 The Contractor must notify the Project Authority immediately of any significant complaints lodged against the Contractor.

### 9. Security:

9.1 The Project Authority and CSC Security must approve, in advance, all equipment including communication devices, the Contractor wishes to bring into the Institution.

9.2 **Contraband:** The Contractor shall ensure that all resources (including the Contractor and any backups) directly or indirectly providing services under this contract are familiar with Corrections and Conditional Release Regulations, Section 3, as well as Commissioner's Directive's 060 Code of Discipline.



The Contractor, and any backup resources provided by the Contractor, must not enter into any personal or work relationship with an offender. The Contractor, and or any backup resources provided by the Contractor must not give or receive any items to/from an offender. Such items may include, but are not restricted to the following: cigarettes, toiletry items, hobby items, drugs, alcohol, letters to or from offenders, money, weapons or items which could be used as weapons. Any person(s) found responsible for providing prohibited objects and/or contraband materials to offenders will be subject to immediate removal from the Institution or the Community Site and/or possible criminal charges. Such violations may lead to Canada terminating the Contract for default pursuant to the default provisions of the Contract.

- 9.3 The Contractor will be subject to local security requirements that can vary from moment to moment depending on offender activities. The Contractor may be faced with delay or refusal of entry to certain areas at certain times although prior arrangements for access may have been made.

## **10. Language of work:**

- 10.1 The Contractor must perform all work in English or French, according to the patient's choice.

## **11. Meetings:**

- 11.1 At the discretion of the Project Authority, there will be an initial meeting at the beginning of the contract to finalize the scope of services to be provided under the contract.
- 11.2 At the request of the Project Authority, the Contractor must attend meetings at Regional Headquarters, National Headquarters or other locations.
- 11.3 The Contractor must attend Institutional and Community Health Services team meetings when requested by the Project Authority.
- 11.4 At the request of the Regional Director Health Services or designate, the Contractor must participate in teleconferences/videoconferences.

## **12. Reporting Requirements:**

- 12.1 Telephone Consultation Services for General Practitioners: on a monthly basis, the Contractor must provide a list of the names of the general practitioners who requested a telephone consultation as well as the date of the call.
- 12.2 At any time, the Project Authority, through the Regional Psychiatrist Lead, may request that the Contractor report data on psychiatric services provided to inmates. This may include the use of reporting templates as provided by the Project Authority.
- 12.3 At the request of the Project Authority, through the Regional Psychiatrist Lead, the Contractor must produce or contribute to regional reporting.
- 12.4 As part of CSC's accountability with respect to the delivery of health services, the Project Authority may request, through the Regional Psychiatrist Lead, that the Contractor provide input into reports on health care delivery, including but not limited to mental health services.



### 13. Constraints:

#### 13.1 Working within a correctional institutional environment:

- a) Psychiatrist must follow the United Nations Standard Minimum Rules for the Treatment of Prisoners (the Nelson Mandela Rules), *rule 46 (1)* such that “*Health-care personnel shall not have any role in the imposition of disciplinary sanctions or other restrictive measures. They shall, however, pay particular attention to the health of prisoners held under any form of involuntary separation, including by visiting such prisoners on a daily basis and providing prompt medical assistance and treatment at the request of such prisoners or prison staff.*”
- b) While the expectation is that medical practices in CSC institutions are generally consistent with community practice, because the care provided as part of this contract is within a prison setting, there are some differences with respect to practice. CSC policy and guidelines are developed in order to provide direction to health care professions regarding these differences
- c) Confidentiality:

In accordance with the confidentiality provisions of the contract, the Contractor must not have contact with the media with regards to the mental health services provided to CSC. The Contractor must advise the Project Authority immediately if media have contacted them concerning mental health services provided to CSC.

### 14. Support to the Contractor:

- 14.1 CSC will provide the supplies and equipment required for delivery of mental health services to inmates as determined and approved by the Project Authority and as applicable to the location(s) where services are provided.

### 15. Hours of Service Provision/Timely Access to Care:

- 15.1 The Project Authority, in collaboration with the Contractor, will establish the clinic hours at the start of the contract, subject to institutional requirements. The contractor must provide clinical care (direct and indirect) to inmates during institutional clinics for a maximum of (see Annex B - Basis of Payment) hours, annually.
- 15.2 The Project Authority will allocate hours towards the Contractor’s participation in quality improvement activities (such as policy and guideline development, providing educational sessions to CSC staff, meetings with lead primary care physician/psychiatrist, advising CSC on models of service delivery etc.). The Project Authority will not use the hours set-aside for clinical care for the Contractor to participate in quality improvement activities. The time allocated to these activities must not exceed (see Annex B - Basis of Payment) hours, annually.
- 15.3 In institutional settings, in case of a lockdown, subject to safety/security approval, the Project Authority may ask that the Contractor see patients on a cell range or elsewhere in the institution.
- 15.4 In the event the Project Authority needs to delay or cancel a clinic or in the event of a lockdown (where the Contractor does not have any means to access patients elsewhere in the institution), and subject to the prior approval of the Project Authority, the Contractor must use the clinic time to complete Electronic Health Record (EHR) documentation, follow-up on lab/imaging/referral results, etc., provide feedback on guidelines and policies, provide in-service teaching to health services personnel or any other appropriate quality improvement initiative.



- 15.5 The Contractor must provide psychiatric assessment and treatment within 60 of receipt of an offender referral.
- 15.6 For any absence less than five (5) days, the Contractor must give at least 24 hours notice when they will be unable to attend a clinic. The Project Authority may, at their sole discretion, reschedule the clinic or cancel it altogether.
- 15.7 If the Contractor has to cancel a clinic or has to be absent for a prolonged period of time, the Regional Psychiatrist Lead will assume responsibility for recommending a psychiatrist to provide interim or long-term replacement, subject to the approval of the Project Authority.
- 15.8 The Contractor must collaborate with the Project Authority, the Health Services Team and Correctional Staff to promote multidisciplinary teamwork and ensure safe, effective and efficient operation of clinics to attain quality standards and goals as agreed to at the National Medical Advisory Committee (NMAC).
- 15.9 The Project Authority, in collaboration with the Contractor, may adjust the clinic schedule and number of hours per week during the course of the contract, including any options if and when exercised by CSC.
- 15.10 The Project Authority will notify the Contractor of any planned changes to clinic schedules a minimum of three months prior to the implementation of the changes. The clinic schedule changes may be implemented sooner by mutual agreement.

**16. On Call and Call Back Services**

**16.1 On Call Services:**

The Contractor must be available for work related calls as specified below.

The Contractor must be available to provide call-back services according to the schedule established with the Project Authority.

- i. The Contractor must provide on-call services, 24 hours per day, seven (7) days per week to the Treatment Centre located at the Regional Mental Health Center (units: 1B, 1C, 2B, 2C and 2D), as well as to all the institutions listed below.
- ii. The Contractor must also provide on-call services to the following institutions during hours of operation, on evenings, weekends and statutory holidays only:

	Institution / Community Site Name
1.	Federal Training Centre (FTC sites 600 and 6099)
2.	Donnacona Institution
3.	Joliette Institution
5.	Archambault Institution
6.	Regional Reception Centre (RRC-USD)
7.	Drummond Institution
8.	Cowansville Institution
9.	La Macaza Institution
10.	Port-Cartier Institution
11.	CCC Martineau
12.	BS Ville-Marie
13.	CCC Laferrière
14.	Résidence Lafleur
15.	CCC Marcel-Caron





## **16.2 Call-Back Services:**

The Contractor may be recalled (called-back) to the Regional Mental Health Center (units: 1B, 1C, 2B, 2C and 2D) to provide psychiatric services outside regular weekly hours of service (Monday to Friday). The Contractor must provide call-back services at the request of the Project Authority or their designate.

## **16.3 Telephone Consultation Services for General Practitioners and Health care professionals (other than on-call)**

- a) When they are available and on an as and when requested basis, the Contractor must respond by telephone to requests for consultation by general practitioners (GP) and health care professionals concerning specific inmates under CSC's care.
- b) The Contractor is not expected to be on-call for these telephone consultation services. The Contractor must provide these services only when they are available and can be contacted by telephone.



**ANNEX B – Proposed Basis of Payment**

The Contractor will be paid in accordance with the following Basis of Payment for Work performed pursuant to this Contract. The inclusion of volumetric data in this document does not represent a commitment by Canada that Canada’s future usage of the services described will be consistent with this data.

**1. Contract Period** (from December 1<sup>st</sup>, 2020 until November 30<sup>th</sup>, 2022)

**1.1 Professional Fees**

**(a) Psychiatric Services**

The Contractor will be paid the all-inclusive firm hourly rate in Table (a) in the performance of this Contract for :

- A. the provision of clinical psychiatric care as described in Annex A – Statement of Work, item 15.1; and
- B. the provision of other services related to the provision of psychiatric care in CSC facilities such as attendance at meetings, teleconferences/videoconferences, participation in offender grievances, investigations/human rights complaints processes, court proceedings and other services related to the provision of psychiatric care in CSC facilities;

Applicable Taxes are extra.

<b>Table (a)</b>			
<b>RESOURCE NAME</b>	<b>ESTIMATED TOTAL LEVEL OF EFFORT (hours)</b>	<b>ALL-INCLUSIVE HOURLY RATE FOR SERVICE PROVISION (excluding on-call and call-back services) C</b>	<b>Total (in Cdn \$)</b>
<i>Will be completed upon the award of the Contract.</i>	A. Total hours – clinical work  A maximum of <b>5 200</b> hours for 2 years ( <b>2 600</b> hours annually)  The contractor must indicate his days of availability by completing the attached table. In the event that CSC is not able to cover its needs (Monday to Friday) it will contact the contractors to assess their days of availability and ensure operational coverage.	<b>\$ 475.00</b>	<b>\$ 2 470 000.00</b>
	B. Total hours – quality improvement initiatives and other services related to the provision of psychiatric care in CSC facilities: <b>400</b> hrs to be distributed among the selected Contractors (200 annually).		<b>\$ 190 000.00</b>
<b>TOTAL</b>			<b>\$ 2 660 000.00</b>



Contract	No of days/ week	No approx. hours/ week	Total maximum annually	Monday	Tuesday	Wednesday	Thursday	Friday
A	3	22	1100					
B	2	16	850					
C	2	16	850					
		TOTAL						
		Annually	2800					
		For 24 months	5600					

**(b) On-Call Services :**

- i. For the provision of on-call services during the hours stated in Annex A – Statement of Work, the Contractor will be paid the all inclusive minimum nominal hourly rate in Table (b) in the performance of this Contract, Applicable Taxes extra.
- ii. Monday to Friday during business hours, on-call services will generally be provided by RMHC psychiatrists. CSC will not accept any charges for on-call services for the dates and times during which the physician was providing health care services to inmates during institutional clinics, or, during hours set aside for quality improvement initiatives.

Table b)			
RESOURCE NAME	MINIMAL NOMINAL ALL-INCLUSIVE HOURLY RATE A	ESTIMATED LEVEL OF EFFORT (hours) B	Limitation of Expenditure for On-Call Services (in CND \$) C = A x B
<i>Will be completed upon the award of the Contract</i>	<b>\$ 25,00</b>	Maximum of 14 872 hours for 2 years	Maximum <b>\$ 371 800.00</b> for 2 years

**(c) Psychiatric assessment services – Order**

For the drafting of psychiatric reports (assessments) for those cases requiring an order for treatment against the will of the offender or order of custody in an institution in accordance with Provincial Legislation, as described in Annex A – Statement of Work, the Contractor will be paid the firm rate all inclusive, by report, indicated in the table c) below, HST or GST extra. This firm rate includes, but is not limited to, report writing, calls with the lawyer, file review, etc.

In addition, the hours spent in the various tribunals/courts will be remunerated, payable per half hour, according to the clinical hourly rate, at the rate of \$475/hour.



Also, the contractor will be reimbursed for his authorized travel distance (km) and living expenses (meals/accommodation, if applicable) that he reasonably and properly incurred in performing the work, at cost, without any compensation for profit and/or general administrative expenses in accordance with the meal and private vehicle allowances specified in Appendices B, C and D of the National Joint Council Travel Directive and as per other provisions of the Directive which relate to “travelers” rather than those which relate to “employees”. Canada will not pay the Contractor any incidental expense allowance for authorized travel or an all-inclusive hourly rate for travel time.

All travel must be approved in advance by the project manager.

All payments are subject to government verification.

<b>Table c)</b>		
<b>FIRM RATE ALL INCLUSIVE A</b>	<b>EFFORT LEVEL REQUIRED* (estimated # of reports/year) B</b>	<b>TOTAL (in \$ CA) A x B</b>
<b>\$ 1 800.00</b>	<b>24</b>	<b>\$ 43 200.00</b>

**(d) Other Services**

**i. Call-Back Services:**

For the provision of call-back services, CSC will pay the Contractor an amount equal to two (2) times the all inclusive hourly rate listed in table (a), column C for the first hour of work at the institution. For every subsequent hour of work performed at the institution, CSC will pay the Contractor an amount equal to one (1) time the all inclusive hourly rate listed in table (a), column C.

**ii. Telephone Consultation Services for General Practitioners and Health Care Professionals (other than on-call):**

For the provision of telephone consultation services to General Practitioners and health care professionals as described in Annex A – Statement of Work, the Contractor will be paid the all inclusive hourly rate listed in table (a), column C divided by four (4), for every fifteen (15) minutes of telephone consultation. Work of more or less than fifteen (15) minutes will be rounded up to the next fifteen (15) minutes increment.



## 2. Cost Reimbursable Expenses

2.1. Canada will not accept any travel and living expenses for:

- a) Work performed at the Institution indicated under Annex A, Statement of Work, 3. Objective;
- b) Any travel between the Contractor's place of business and the Institution; and
- c) Any relocation of resources required to satisfy the terms of the Contract. These expenses are included in the all-inclusive hourly rates specified in this annex.

These expenses are included in the all-inclusive hourly rates specified in this annex.

2.2. The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred to perform work requested by the Project Authority for:

- a) Travel to institutions other than those indicated under Annex A, Statement of Work, 3. Objective to provide offender care;
- b) Travel related to offender grievances/human rights complaints and investigations processes and court proceedings, services related to the provision of health service in to CSC and attendance at meetings;
- c) Travel to participate in meeting related to the delivery of care to inmates.

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, nor all-inclusive hourly rate.

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

All payments are subject to government audit.

Limitation of expenditure for travel expenses \$ 16 000.00

## 3. Applicable Taxes

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

## 4. Payment by Credit Card

Canada requests that Bidders complete option 1 or 2 below:

1. ( ) Government of Canada Acquisition Cards (credit cards) will be accepted for payment.

The following credit card is accepted:  
MasterCard: \_\_\_\_\_

2. ( ) Government of Canada Acquisition Cards (credit cards) will not be accepted for payment.

The Bidder is not obligated to accept payment by credit card.

Acceptance of credit card for payment will not be considered as an evaluation criteria.



**ANNEX C – Security Requirement Check List**

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Government of Canada  
Gouvernement du Canada

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Security Classification / Classification de sécurité Non-classifié

**SECURITY REQUIREMENTS CHECK LIST (SRCL)  
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE			
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction	
Service correctionnel du Canada		Services de santé	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Services psychiatriques et de télépsychiatrie CRSM			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada	<input checked="" type="checkbox"/>	NATO / OTAN	<input type="checkbox"/>
		Foreign / Étranger	<input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion	<input checked="" type="checkbox"/>	All NATO countries Tous les pays de l'OTAN	<input type="checkbox"/>
Not releasable À ne pas diffuser	<input type="checkbox"/>		
Restricted to / Limité à :	<input type="checkbox"/>	Restricted to / Limité à :	<input type="checkbox"/>
Specify country(ies) / Préciser le(s) pays :		Specify country(ies) / Préciser le(s) pays :	
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A	<input checked="" type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ	<input type="checkbox"/>
PROTECTED B PROTÉGÉ B	<input checked="" type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE	<input type="checkbox"/>
PROTECTED C PROTÉGÉ C	<input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/>	NATO SECRET NATO SECRET	<input type="checkbox"/>
SECRET SECRET	<input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET	<input type="checkbox"/>
TOP SECRET TRÈS SECRET	<input type="checkbox"/>		
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT)	<input type="checkbox"/>		
		PROTECTED A PROTÉGÉ A	<input type="checkbox"/>
		PROTECTED B PROTÉGÉ B	<input type="checkbox"/>
		PROTECTED C PROTÉGÉ C	<input type="checkbox"/>
		CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/>
		SECRET SECRET	<input type="checkbox"/>
		TOP SECRET TRÈS SECRET	<input type="checkbox"/>
		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT)	<input type="checkbox"/>



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**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC Information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

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

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

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

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

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

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

Special comments:  
Commentaires spéciaux : \_\_\_\_\_

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.  
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  No / Non  Yes / Oui

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

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

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



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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Media / Support TI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Link / Lien électronique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

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

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

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





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**PART D - AUTHORIZATION / PARTIE D - AUTORISATION**

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

Name (print) - Nom (en lettres moulées) Nancy Massicotte		Title - Titre Directrice des services de santé	Signature 
Telephone No. - N° de téléphone 450 972-7629	Facsimile No. - N° de télécopieur 450 972-7662	E-mail address - Adresse courriel Nancy.Massicotte@csc-scc.gc.ca	Date 2020-08-14

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

Name (print) - Nom (en lettres moulées) Rita Dubois		Title - Titre Contract Security Analyst Analyste de la sécurité des contrats	Signature Dubois, Rita
Telephone No. - N° de téléphone 613-992-8995	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel Rita.Dubois@CSC-SCC.GC.CA	Date 2020-08-25

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? / Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?  No / Non  Yes / Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées) Gabrielle St-Hilaire Castonguay		Title - Titre ARAC	Signature 
Telephone No. - N° de téléphone 450-861-9550, poste 3953	Facsimile No. - N° de télécopieur 450-864-8628	E-mail address - Adresse courriel Gabrielle.St-HilaireCastonguay@csc-scc.gc.ca	Date 2020-08-21

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

Name (print) - Nom (en lettres moulées) Anik Farrell - CSO 613-946-5194		Title - Titre	Signature Farrell, Anik
Telephone anik.farrell@tpsgc-pwgscc.gc.ca	de télécopieur	E-mail address - Adresse courriel	Date 11:08:26 -04'00'

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité Non-classifié
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## ANNEX D – Evaluation Criteria

### 1.0 Technical Evaluation:

#### 1.1 The following elements of the proposal will be evaluated and scored in accordance with the following evaluation criteria.

- Mandatory Technical Criteria
- Rated Technical Criteria

It is **imperative** that the proposal **address each of these criteria** to demonstrate that the requirements are met.

#### 1.2 LISTING EXPERIENCE WITHOUT PROVIDING ANY SUBSTANTIATING DATA TO SUPPORT WHERE, WHEN AND HOW SUCH EXPERIENCE WAS OBTAINED WILL RESULT IN THE STATED EXPERIENCE NOT BEING CONSIDERED FOR EVALUATION PURPOSES.

#### 1.3 All experience must be strictly work-related. Time spent during education and/or training will not be considered, unless otherwise indicated.

#### 1.4 Experience must be demonstrated through a history of past projects, either completed or on-going.

#### 1.5 References must be provided for each project/employment experience.

I. Where the stated experience was acquired within a Canadian Federal Government Department or Agency **as a Public Servant**, the reference must be a Public Servant who had a supervisory role over the proposed resource during the stated employment.

II. Where the stated experience was acquired within a Canadian Federal Government Department or Agency **as a consultant**, the reference must be the Public Servant who was identified as the Project Authority of the project on which the proposed resource acquired the experience.

III. References must be presented in this format:

- a. Name;
- b. Organization;
- c. Current Phone Number; and
- d. Email address if available

### 1.6 Response Format

I. In order to facilitate evaluation of proposals, it is recommended that bidders' proposals address the mandatory criteria in the order in which they appear in the Evaluation Criteria and using the numbering outlined.

II. Bidders are also advised that the month(s) of experience listed for a project or experience whose timeframe overlaps that of another referenced project or experience will only be counted once. For example: Project 1 timeframe is July 2001 to December 2001; Project 2 timeframe is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.

III. For any requirements that specify a particular time period (e.g., 2 years) of work experience, CSC will disregard any information about experience if the technical bid does not include the required month and year for the start date and end date of the experience claimed.

IV. CSC will also only evaluate the duration that the resource actually worked on a project or projects (from the start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.



**MANDATORY REQUIREMENTS AND RATED TECHNICAL CRITERIA**

**Mandatory Requirement**

	<b>Mandatory requirements</b>	Bidder's Response Description	Met / Not Met
M1	<p>The proposed psychiatrist must hold a current specialty license in psychiatry in good standing from the provincial licensing body for physicians and surgeons in the province where services are to be provided.</p> <p><i>Bidders should provide with their bid:</i></p> <ul style="list-style-type: none"> <li>• a copy of their valid license;</li> <li>• a copy of a certificate of professional conduct issued by the proposed psychiatrist's College of physicians and surgeons.</li> </ul> <p><i>If the valid license, or certificate of professional conduct, or both, are not submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide them. Failure to provide the valid license, or certificate of professional conduct, or both within the timeframe provided will render the bid non-responsive.</i></p>		
M2	<p>The proposed psychiatrist must be a current member in good standing of the Collège des médecins du Québec and of the Fédération des médecins spécialistes du Québec, with a speciality in psychiatry.</p> <p><i>Bidders must provide a copy with their bid:</i></p> <ul style="list-style-type: none"> <li>• a copy of their membership card certifying that they are a member in good standing and that they have a speciality in psychiatry.</li> </ul>		
M3	<p>The proposed psychiatrist must have a minimum of six (6) months experience in providing psychiatric care in the last two (2) years prior to the closing date of this solicitation.</p> <p><i>To facilitate evaluation of their bid, Bidders should include the following information for the experience submitted:</i></p> <p>(a) Name of the proposed psychiatrist's client or employer,            (b) Start and end date of the engagement,            (c) Short description of the work performed by the proposed psychiatrist,            (d) Reference(s).</p>		



**Rated Technical Criteria**

	<b>Rated technical criteria</b>	<i>Maximum score</i>	<i>Bid score</i>	<i>Rationale for score</i>
R1	<p>The proposed psychiatrist will be rated on experience in providing psychiatric care to inmates within a correctional facility at the provincial or federal level within the past 10 years prior to the closing date of this solicitation <b>(10 points)</b>.</p> <p>Less than 6 months = 0 points  6 months to 1 year = 2.5 points  more than 1 year to 1.5 year = 5 points  more than 1.5 year to 2 years = 7.5 points  more than 2 years = 10 points</p> <p><i>To facilitate evaluation of their bid, Bidders should include the following information for the experience submitted:</i></p> <p><i>(a) Name of the proposed psychiatrist's client or employer,</i>  <i>(b) Start and end date of the engagement,</i>  <i>(c) A short description of the work performed by the proposed psychiatrist,</i>  <i>(d) Reference(s).</i></p>	<b>10 points</b>		
R2	<p>Points will be awarded to the proposed psychiatrist for specialized postgraduate training or certification completed in the past 10 years prior to the closing date of this solicitation in the following clinical areas <b>(15 points)</b>.</p> <p>7.5 points will be awarded if the proposed psychiatrist has completed a fellowship in one of the following clinical areas; or</p> <p>5 points will be awarded if the proposed psychiatrist has completed any other training in one of the following clinical areas;  up to a total of 15 points.</p> <p>Forensic Psychiatry  Addiction Psychiatry  Complex co-morbidities  Concurrent Disorders  Trauma Disorders  Personality Disorders  Dual Disorders  Developmental Disorders  Fetal Alcohol Spectrum Disorder  Neuropsychiatry  Acquired Brain Injury  Suicide Prevention  Consult Liaison Psychiatry (HIV, palliative care)  Geriatric Psychiatry  Cognitive Disorders  Pain Management  Rehabilitation Psychiatry  Chronic Care</p>	<b>15 points</b>		



	<p><i>To facilitate evaluation of their bid, Bidders should include the following information for the training submitted:</i></p> <p>(a) the title of the fellowship program, training course or certificate program  (b) the name of the academic institution or training provider  (c) the date of completion of the training  (d) a short description of the training subject matter and contents  (e) a copy of the diploma or certificate to be provided with the bid.</p>			
R3	<p>The proposed psychiatrist will be rated on clinical experience acquired in the past 10 years prior to the closing date of this solicitation in providing psychiatric care related to the following health conditions <b>(15 points)</b>.</p> <p>Forensic Psychiatry  Addiction Psychiatry  Complex co-morbidities  Concurrent Disorders  Trauma Disorders  Personality Disorders  Dual Disorders  Developmental Disorders  Fetal Alcohol Spectrum Disorder  Neuropsychiatry  Acquired Brain Injury  Suicide Prevention  Consult Liaison Psychiatry (HIV, palliative care)  Geriatric Psychiatry  Cognitive Disorders  Pain Management  Rehabilitation Psychiatry  Chronic Care</p> <p>5 points will be awarded for clinical experience in each health condition, up to a maximum of 15 points.</p> <p><i>To facilitate evaluation of their bid, Bidders should include the following information for the experience submitted:</i></p> <p>(a) Name of the proposed psychiatrist's client or employer,  (b) Start and end date of the engagement,  (c) A short description of the clinical experience acquired by the proposed psychiatrist  (d) Reference(s).</p>	<b>15 point</b>		
R4	<p>The proposed psychiatrist will be rated on projects where they were responsible for Quality Initiatives undertaken in medical practice in the following areas:</p> <p>Improving clinic flow  Assessing the impact of a new team model  Setting service standards</p> <p>5 points will be awarded for each project up to a total of <b>10 points</b>.</p>	<b>10 points</b>		



	<p><i>To facilitate evaluation of their bid, Bidders should include the following information for each project submitted:</i></p> <p>(a) a short description of the project  (b) the name of the proposed psychiatrist's client or employer  (c) the start and end dates of the project,  (d) details about the work performed by the proposed psychiatrist on the project  (e) reference(s).</p>			
R5	<p>The proposed psychiatrist will be rated on projects where they worked with a psychiatrist leader to perform practice reviews at a regional health authority, hospital or other applicable health care organization <b>(10 points)</b>.</p> <p>5 points will be awarded for each project up to a total of 10 points.</p> <p><i>To facilitate evaluation of their bid, Bidders should include the following information for each project submitted:</i></p> <p>(a) a short description of the project  (b) the name of the health care organization  (c) the start and end dates of the project,  (d) details about the work performed by the proposed psychiatrist on the project  (e) reference(s).</p>	<b>10 points</b>		
R6	<p>The proposed psychiatrist will be rated on projects where they provided education or training in the following areas <b>(10 points)</b>.</p> <p>Forensic Psychiatry  Addiction Psychiatry  Complex co-morbidities  Concurrent Disorders  Trauma Disorders  Personality Disorders  Dual Disorders  Developmental Disorders  Fetal Alcohol Spectrum Disorder  Neuropsychiatry  Acquired Brain Injury  Suicide Prevention  Consult Liaison Psychiatry (HIV, palliative care)  Geriatric Psychiatry  Cognitive Disorders  Pain Management  Rehabilitation Psychiatry  Chronic Care</p> <p>5 points will be awarded for each project up to a total of 10 points.</p> <p><i>To facilitate evaluation of their bid, Bidders should include the following information for each project submitted:</i></p>	<b>10 points</b>		



	<p>(a) the name of the proposed psychiatrist's client or employer  (b) the start and end dates of the project,  (c) A short description of the education or training provided by the proposed psychiatrist, including the subject matter.  (d) reference(s).</p>			
R7	<p>The proposed psychiatrist will be rated on research projects or publications in the following areas <b>(10 points)</b>:</p> <ul style="list-style-type: none"> <li>Forensic Psychiatry</li> <li>Addiction Psychiatry</li> <li>Complex co-morbidities</li> <li>Concurrent Disorders</li> <li>Trauma Disorders</li> <li>Personality Disorders</li> <li>Dual Disorders</li> <li>Developmental Disorders</li> <li>Fetal Alcohol Spectrum Disorder</li> <li>Neuropsychiatry</li> <li>Acquired Brain Injury</li> <li>Suicide Prevention</li> <li>Consult Liaison Psychiatry (HIV, palliative care)</li> <li>Geriatric Psychiatry</li> <li>Cognitive Disorders</li> <li>Pain Management</li> <li>Rehabilitation Psychiatry</li> <li>Chronic Care</li> </ul> <p>5 points will be awarded for each project or publication up to a total of 10 points.</p> <p><i>To facilitate evaluation of their bid, Bidders should include the following information for each research project or publication submitted:</i></p> <p>(a) a short description of the project or title of published article,  (b) the name of the client or publication  (c) the start and end dates of the project or date at which the article was published  (d) details about the research performed by the proposed psychiatrist on the project or a description of the article.</p>	<b>10 points</b>		
R8	<p>The proposed psychiatrist will be rated on projects where they had to provide effective inter-professional collaboration in patient care with other healthcare professionals (primary care physician, nursing, psychologist, social worker) in one of the following settings <b>(15 points)</b>.</p> <ul style="list-style-type: none"> <li>Correctional Centre</li> <li>Family health team</li> <li>Community team based organization</li> <li>Government agency</li> <li>Hospital</li> </ul> <p>Bidders should provide at least one reference per project who can be contacted to confirm the experience claimed:</p>	<b>15 points</b>		



<p>Reference(s) name: Current and valid telephone number: Current and valid email address:</p> <p>For the purpose of this solicitation, effective inter-professional collaboration in patient care includes:</p> <p>a) The proposed psychiatrist worked and interacted well with their peers and co-workers in a clinical setting. b) The proposed psychiatrist contributed to a positive, mutually respectful and productive psychiatrist -patient/client relationship. c) The proposed psychiatrist was ethical in the performance of their job. d) The proposed psychiatrist was courteous to, and respectful of their patients and co-workers.</p> <p>5 points will be awarded for each project up to a total of 15 points.</p> <p><i>To facilitate evaluation of their bid, Bidders should also include the following information for each project submitted:</i></p> <p><i>(a) the name of the proposed psychiatrist's client or employer</i> <i>(b) the start and end dates of the project</i> <i>(c) A short description of how the psychiatrist was required to work collaboratively with other healthcare professionals</i></p>			
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## ANNEX E – Insurance Requirements

### 1. Commercial General Liability Insurance:

- 1.1 The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
- 1.2 The Commercial General Liability policy must include the following:
  - a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by the Correctional Service of Canada.
  - b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - g) Employees and, if applicable, Volunteers must be included as Additional Insured.
  - h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - j) Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
  - k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
  - l) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.



## 2. Litigation Rights:

- 2.1 Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

Director Business Law Directorate,  
Quebec Regional Office (Ottawa),  
Department of Justice,  
284 Wellington Street, Room SAT-6042,  
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:

Senior General Counsel,  
Civil Litigation Section,  
Department of Justice  
234 Wellington Street, East Tower  
Ottawa, Ontario K1A 0H8

- 2.2 A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

## 3. Medical Malpractice Liability Insurance:

- 3.1 The Contractor must obtain Medical Malpractice Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$1,000,000 per loss and in the annual aggregate, inclusive of the defence costs.
- a) The Contractor must obtain Medical Malpractice Liability Insurance in an amount of \$5,000,000.00 if the Contractor, or the Contractor's resource, is a member of the Canadian Medical Protective Association (CMPA).
  - b) The Contractor must obtain Medical Malpractice Liability Insurance in an amount of \$10,000,000.00 if the Contractor, or the Contractor's resource, is not a member of the Canadian Medical Protective Association (CMPA).
- 3.2 Coverage is for what is standard in a Medical Malpractice policy and must be for claims arising out of the rendering or failure to render medical services resulting in injury, mental injury, illness, disease or death of any person caused by any negligent act, error or omission committed by the Contractor in or about the conduct of the Contractor's professional occupation or business of good samaritan acts.
- 3.3 If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- 3.4 Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.



ANNEX F – Mandatory and Rated Technical Criteria Spreadsheet

# MANDATORY REQUIREMENTS

<b>M1</b>	<p>The proposed psychiatrist must hold a current specialty license in psychiatry in good standing from the provincial licensing body for physicians and surgeons in the province where services are to be provided.</p> <p>Bidders should provide with their bid: a copy of their valid license a copy of a certificate of professional conduct issued by the proposed psychiatrist's College of physicians and surgeons.</p> <p>If the valid license, or certificate of professional conduct, or both, are not submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide them. Failure to provide the valid license, or certificate of professional conduct, or both within the timeframe provided will render the bid non-responsive.</p>	
<b>M2</b>	<p>The proposed psychiatrist must be a current member in good standing of the Collège des médecins du Québec and of the Fédération des médecins spécialistes du Québec, with a speciality in psychiatry.</p> <p><i>Bidders must provide a copy with their bid:</i></p> <p><i>A copy of their membership card certifying that they are a member in good standing and that they have a speciality in psychiatry.</i></p>	
<b>M3</b>	<p>The proposed psychiatrist must have a minimum of six (6) months experience in providing psychiatric care in the last two (2) years prior to the closing date of this solicitation.</p>	<p><b>To facilitate evaluation of their bid, Bidders should include the following information for the experience submitted:</b></p> <p>(a) Name of the proposed psychiatrist's client or employer:</p> <p>(b) Start and end date of the engagement: From (YYYY-MM-DD): To (YYYY-MM-DD):</p> <p>(c) A short description of the work performed by the proposed psychiatrist:</p> <p>(d) Reference(s). Name: Telephone number or email address:</p>



# RATED TECHNICAL CRITERIA

<p><b>R1</b></p>	<p>The proposed psychiatrist will be rated on experience in providing psychiatric care to inmates within a correctional facility at the provincial or federal level within the past 10 years prior to the closing date of this solicitation <b>(10 points)</b></p> <p>Less than 6 months = 0 points          6 months to 1 year = 2.5 points          more than 1 year to 1.5 years = 5 points          more than 1.5 years to 2 years = 7.5 points          more than 2 years = 10 points</p>	<p><b>To facilitate evaluation of their bid, Bidders should include the following information for the experience submitted:</b></p> <p>(a) Name of the proposed psychiatrist's client or employer:</p> <p>(b) Start and end date of the engagement:          From (YYYY-MM-DD):          To (YYYY-MM-DD):</p> <p>(c) A short description of the work performed by the proposed psychiatrist:</p> <p>(d) Reference(s).          Name:          Telephone number or email address:</p>			
<p><b>R2</b></p>	<p>Points will be awarded to the proposed psychiatrist for specialized postgraduate training or certification completed in the past 10 years prior to the closing date of this solicitation in the following clinical areas <b>(15 points)</b>.</p> <p>7.5 points will be awarded if the proposed psychiatrist has completed a fellowship in one of the following clinical areas; or</p> <p>5 points will be awarded if the proposed psychiatrist has completed any other training in one of the following clinical areas; up to a total of 15 points.</p> <p>Forensic Psychiatry          Addiction Psychiatry          Complex co-morbidities          Concurrent Disorders          Trauma Disorders          Personality Disorders          Dual Disorders          Developmental Disorders          Fetal Alcohol Spectrum Disorder</p>	<p><b>To facilitate evaluation of their bid, Bidders should include the following information for the training submitted:</b></p> <p>(a) the title of fellowship program, the training course or certificate program:          (b) the name of the academic institution or training provider:</p> <p>(c) the date of completion of the training (YYYY-MM-DD):</p> <p>(d) a short description of the training subject matter and contents:</p> <p>(e) a copy of the diploma or certificate to be provided with the bid.</p>	<p><b>Training course or certificate 1</b></p>	<p><b>Training course or certificate 2</b></p>	<p><b>Training course or certificate 3</b></p>



	<p>Neuropsychiatry Acquired Brain Injury Suicide Prevention Consult Liaison Psychiatry (HIV, palliative care) Geriatric Psychiatry Cognitive Disorders Pain Management Rehabilitation Psychiatry Chronic Care</p>				
<b>R3</b>	<p>The proposed psychiatrist will be rated on clinical experience acquired in the past 10 years prior to the closing date of this solicitation in providing psychiatric care related to the following health conditions <b>(15 points)</b>.</p> <p>Forensic Psychiatry Addiction Psychiatry Complex co-morbidities Concurrent Disorders Trauma Disorders Personality Disorders Dual Disorders Developmental Disorders Fetal Alcohol Spectrum Disorder Neuropsychiatry Acquired Brain Injury Suicide Prevention Consult Liaison Psychiatry (HIV, palliative care) Geriatric Psychiatry Cognitive Disorders Pain Management Rehabilitation Psychiatry Chronic Care</p> <p>5 points will be awarded for clinical experience in each health condition, up to a maximum of 15 points.</p>	<p><i>To facilitate evaluation of their bid, Bidders should include the following information for the experience submitted:</i></p>	<b>Health condition 1</b>	<b>Health condition 2</b>	<b>Health condition 3</b>
		(a) Name of the proposed psychiatrist's client or employer:			
		(b) Start and end date of the engagement, From (YYYY-MM-DD): To (YYYY-MM-DD):			
		(c) A short description of the clinical experience acquired by the proposed psychiatrist:			
		(d) Reference(s). Name: Telephone number or email address:			
<b>R4</b>	<p>The proposed psychiatrist will be rated on projects where they were responsible for Quality Initiatives undertaken in medical practice in the following areas:</p> <p>Improving clinic flow Assessing the impact of a new team model Setting service standards</p>	<p><i>To facilitate evaluation of their bid, Bidders should include the following information for the each project submitted:</i></p>	<b>Project 1</b>	<b>Project 2</b>	
		(a) A short description of the project:			
		(b) Name of the proposed psychiatrist's client or employer:			



	<p>5 points will be awarded for each project up to a total of 10 points.</p>	<p>(c) Start and end date of the project: From (YYYY-MM-DD): To (YYYY-MM-DD):</p> <p>(d) details about the work performed by the proposed psychiatrist on the project:</p> <p>(e) Reference(s). Name: Telephone number or email address:</p>			
<p><b>R5</b></p>	<p>The proposed psychiatrist will be rated on projects where they worked with a psychiatrist leader to perform practice reviews at a regional health authority, hospital or other applicable health care organization (10 points).</p> <p>5 points will be awarded for each project up to a total of 10 points.</p>	<p><i>To facilitate evaluation of their bid, Bidders should include the following information for each project submitted:</i></p> <p>(a) A short description of the project:</p> <p>(b) Name of the health care organization:</p> <p>(c) Start and end date of the project: From (YYYY-MM-DD): To (YYYY-MM-DD):</p> <p>(d) details about the work performed by the proposed psychiatrist on the project:</p> <p>(e) Reference(s): Name: Telephone number or email address:</p>	<p><b>Project 1</b></p>	<p><b>Project 2</b></p>	
<p><b>R6</b></p>	<p>The proposed psychiatrist will be rated on projects where they provided education or training in the following areas (10 points).</p> <p>Forensic Psychiatry Addiction Psychiatry Complex co-morbidities Concurrent Disorders Trauma Disorders Personality Disorders Dual Disorders</p>	<p><i>To facilitate evaluation of their bid, Bidders should include the following information for each project submitted:</i></p> <p>(a) Name of the proposed psychiatrist's client or employer:</p> <p>(b) Start and end date of the project:</p>	<p><b>Project 1</b></p>	<p><b>Project 2</b></p>	



	<p>Developmental Disorders Fetal Alcohol Spectrum Disorder Neuropsychiatry Acquired Brain Injury Suicide Prevention Consult Liaison Psychiatry (HIV, palliative care) Geriatric Psychiatry Cognitive Disorders Pain Management Rehabilitation Psychiatry Chronic Care</p> <p>5 points will be awarded for each project up to a total of 10 points.</p>	<p>From (YYYY-MM-DD): To (YYYY-MM-DD): (c) a short description of the education or training provided by the proposed psychiatrist, including the subject matter:  (d) Reference(s): Name:  Telephone number or email address:</p>			
<b>R7</b>	<p>The proposed psychiatrist will be rated on research projects or publications in the following areas (10 points).</p> <p>Forensic Psychiatry Addiction Psychiatry Complex co-morbidities Concurrent Disorders Trauma Disorders Personality Disorders Dual Disorders Developmental Disorders Fetal Alcohol Spectrum Disorder Neuropsychiatry Acquired Brain Injury Suicide Prevention Consult Liaison Psychiatry (HIV, palliative care) Geriatric Psychiatry Cognitive Disorders Pain Management Rehabilitation Psychiatry Chronic Care</p> <p>5 points will be awarded for each project or publication up to a total of 10 points.</p>	<p><i>To facilitate evaluation of their bid, Bidders should include the following information for each research project or publication submitted:</i></p> <p>(a) a short description of the project or title of published article (b) The name of the client or publication:  (c) The start and end dates of the project or date at which the article was published:  From (YYYY-MM-DD): To (YYYY-MM-DD): (d) Details about the research performed by the proposed psychiatrist on the project or a description of the article:</p>	<b>Project or publication 1</b>	<b>Project or publication 2</b>	
<b>R8</b>	<p>The proposed psychiatrist will be rated on projects where they had to provide effective inter-professional collaboration in patient care with other healthcare professionals (primary care physician, nursing, psychologist, social worker) in one of the following settings (15 points):</p>	<p>Bidders should provide at least one reference per project who CSC can contact to confirm the experience claimed: Reference(s) name: Current and valid telephone number: Current and valid email address  <i>To facilitate evaluation of their bid, Bidders should</i></p>	<b>Project 1</b>	<b>Project 2</b>	<b>Project 3</b>



<p>Correctional Centre Family health team Community team based organization Government agency Hospital</p> <p>Bidders should provide at least one reference per project who can be contacted to confirm the experience claimed: Reference(s) name: Current and valid telephone number: Current and valid email address:</p> <p>For the purpose of this solicitation, effective inter-professional collaboration in patient care includes:</p> <p>a) The proposed psychiatrist worked and interacted well with their peers and co-workers in a clinical setting. b) The proposed psychiatrist contributed to a positive, mutually respectful and productive psychiatrist -patient/client relationship. c) The proposed psychiatrist was ethical in the performance of their job. d) The proposed psychiatrist was courteous to, and respectful of their patients and co-workers.</p> <p>5 points will be awarded for each project up to a total of 15 points.</p>	<p><i>also include the following information for the experience submitted:</i></p> <p>(a) Name of the proposed psychiatrist's client or employer:</p> <p>(b) Start and end dates of the project: From (YYYY-MM-DD): To (YYYY-MM-DD):</p> <p>c) A short description of how the psychiatrist was required to work collaboratively with other healthcare professionals:</p>			
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## **ANNEX G – National Essential Health Services Framework**

*Please see attached PDF document  
« National Essential Health Services Framework »*



## ANNEX H – Medical Practitioner By-Laws

*Please see attached link*

<http://thehub/En/about-csc/sectors/health-services/clinical-services/Pages/default.aspx> (EN)

« *Medical Practitioner By-Laws* »