



**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**

**Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC**  
11 Laurier St. / 11, rue Laurier  
Place du Portage, Phase III  
Core 0B2 / Noyau 0B2  
Gatineau, Québec K1A 0S5  
Bid Fax: (819) 997-9776

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government  
Services Canada**

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

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

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

**Comments - Commentaires**

<b>Title - Sujet</b> Psychological Screening Psychological Suitability Evaluations	
<b>Solicitation No. - N° de l'invitation</b> M7594-206333/A	<b>Date</b> 2021-01-27
<b>Client Reference No. - N° de référence du client</b> M7594-206333	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$ZH-144-38968	
<b>File No. - N° de dossier</b> 144zh.M7594-206333	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> Eastern Standard Time EST <b>on - le 2021-02-26</b> Heure Normale du l'Est HNE	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Marie-Claude Lepage	<b>Buyer Id - Id de l'acheteur</b> 144zh
<b>Telephone No. - N° de téléphone</b> (613) 858-8637 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Training and Specialized Services Division/Division de la  
formation et des services spécialisés  
Terrasses de la Chaudière 5th Floor  
Terrasses de la Chaudière 5e étage  
10 Wellington Street,  
10, rue Wellington,  
Gatineau  
Québec  
K1A 0S5

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



Destination Code - Code destinataire	Destination Address - Adresse de la destination	Invoice Code - Code bur.-comptable	Invoice Address - Adresse de facturation
D - 1	National Recruiting Health Services 73 Leikin Drive Mailstop #75 Ottawa, ON K1A 0R2	I - 1	National Recruiting Health Services 73 Leikin Drive Mailstop #75 Ottawa, ON K1A 0R2



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire FOB/FAM	Destination	Plant/Usine	Del. Offered Liv. offerte	Delivery Req. Livraison Req.
1	Psychological Screening	D - 1	I - 1	1	Each	\$	\$		See Herein – Voir ci-inclus	

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Attachments include the Pricing Schedule, the Certifications and Additional information and the Mandatory Technical Evaluation Criteria.

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist (SRCL), the RCMP Security Guide, the PWGSC-TPSGC 572 Form for Task Authorization, the Sample MS Office Excel Spreadsheet for Period Usage Reports – Contracts with TAs and the Insurance requirements.

### **1.2 Summary**

- a) The Royal Canadian Mounted Police (RCMP) has a requirement for a Contractor to provide the National Recruiting Program (NRP) with psychological suitability evaluations of RCMP Regular Member police applicants across Canada, in French and in English, in accordance with up to date professional psychological standards.
- b) Psychological suitability evaluations are required in the following cities:
  - 1. National Capital Region (Ottawa, ON, Gatineau, QC)
  - 2. Montreal, QC
  - 3. Winnipeg, MB
  - 4. Vancouver, BC
  - 5. Regina, SK
  - 6. Fredericton, NB
  - 7. Edmonton, AB
  - 8. Toronto, ON
  - 9. Halifax, NS
  - 10. St Johns, NFLD and
  - 11. Charlottetown, PEI
  - 12. Calgary, AB
  - 13. Quebec, QC

- 14. Kelowna, BC
- 15. Prince George, BC or Grande Prairie, AB

- c) Canada will award 1 Contract for the 15 cities.
- d) Delivery of services will take place in the facility of the Psychologists.
- e) The contract(s) period will be for one (1) year with the irrevocable option to extend the contract by 4 periods of one-year each.

### 1.2.1 Security Requirements

There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses, section 7.3 Security Requirements. For more information on personnel and organization security screening, Bidders should refer to the [Contract Security Program](https://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<https://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

### 1.2.2 Security Sponsorship

Bidders may request that the Contracting Authority consider security sponsorship of their candidacy. This request may be made at any time before or after bid closing by sending the request to the Contracting Authority at the following email address: [marie-claude.lepage@pwgsc-tpsgc.gc.ca](mailto:marie-claude.lepage@pwgsc-tpsgc.gc.ca). If sponsorship is anticipated, the Bidder is encouraged to contact the Contracting Authority as soon as possible so that the process can be started. For additional information, consult Part 6 - Security, Financial and Other Requirements.

### 1.2.3 Trade Agreements

This procurement is not subject to the provisions of the National or International Trade Agreements.

### 1.2.4 Comprehensive Land Claim Agreements (CLCA)

The resulting contract will not include deliveries of services within locations within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirements for deliveries of services within locations within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador that are subject to CLCAs will have to be treated as a separate procurement not forming part of the bid solicitation.

### 1.2.5 Federal Contractors Program

The Federal Contractors Program (FCP) for employment equity applies to this procurement; refer to Part 5 – Certifications and Additional Information and Part 7 - Resulting Contract Clauses.

### 1.2.6 Epost Connect

Bids must be submitted only to the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit **via e-post Connect** by the date and time indicated on page 1 of the bid solicitation. For additional information, Bidders must refer to Part 2 - Bidder Instructions and Part 3 - Bid Preparation Instructions, of the bid solicitation document. For further information on e-post Connect bidders must contact the Bid Receiving Unit by e-mail at: [tpsgc.dgareceptiondessaoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca](mailto:tpsgc.dgareceptiondessaoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca).

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Amd. No. - N° de la modif.  
File No. - N° du dossier

Buyer ID - Id de l'acheteur  
144ZH  
CCC No./N° CCC - FMS No./N° VME

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### **1.2.7 Phased Bid Compliance Process (PBCP)**

The Phased Bid Compliance Process applies to this requirement.

### **1.3 Debriefings**

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

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The [2003](#) (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: 60 days  
Insert: 120 days

### 2.2 Submission of Bids

- a) Bids must be submitted **ONLY** to the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit **via e-post Connect** by the date and time indicated on page one of the bid solicitation.

**Note:** For bidders needing to register with epost Connect the email address is:

[tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca](mailto:tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca).

**Note: Bids will not be accepted if emailed directly to this email address.** This email address is to be used to open an epost Connect conversation and for any questions on how to use it, as detailed in Standard Instructions [2003](#), or to send bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

To submit a bid using epost Connect service, the Bidder must either:

- i. send directly its bid only to the specified PWGSC Bid Receiving Unit, using its own licensing agreement for epost Connect provided by Canada Post Corporation; or
  - ii. send as early as possible, and in any case, **at least six business days prior to the solicitation closing date and time**, (in order to ensure a response), an email that includes the bid solicitation number to the specified PWGSC Bid Receiving Unit requesting to open an epost Connect conversation. Requests to open an epost Connect conversation received after that time may not be answered.
- b) If the Bidder sends an email requesting epost Connect service to the specified Bid Receiving Unit in the bid solicitation, an officer of the Bid Receiving Unit will then initiate an epost Connect conversation. The epost Connect conversation will create an email notification from Canada Post Corporation prompting the Bidder to access and action the message within the conversation. The Bidder will then be able to transmit its bid afterward at any time prior to the solicitation closing date and time.

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- c) If the Bidder is using its own licensing agreement to send its bid, the Bidder must keep the epost Connect conversation open until at least 30 business days after the solicitation closing date and time.
  - d) The bid solicitation number should be identified in the epost Connect message field of all electronic transfers.
  - e) It should be noted that the use of epost Connect service requires a Canadian mailing address. Should a bidder not have a Canadian mailing address, they may use the Bid Receiving Unit address specified in the solicitation in order to register for the epost Connect service.
  - f) The Bid Receiving Unit will send an acknowledgement of the receipt of bid document(s) via the epost Connect conversation, regardless of whether the conversation was initiated by the supplier using its own license or the Bid Receiving Unit. This acknowledgement will confirm only the receipt of bid document(s) and will not confirm if the attachments may be opened nor if the content is readable.
  - g) Bidders must ensure that they are using the correct email address for the Bid Receiving Unit when initiating a conversation in epost Connect or communicating with the Bid Receiving Unit and should not rely on the accuracy of copying and pasting the email address into the epost Connect system.
  - h) A bid transmitted by epost Connect service constitutes the formal bid of the Bidder and must be submitted in accordance with section 05 of the [2003](#) (2020-05-28), Standard Instructions - Goods or Services - Competitive Requirements.
  - i) Due to the nature of the bid solicitation, bids transmitted by facsimile or electronic mail to PWGSC will not be accepted.

### **2.3 Former Public Servant**

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, bidders must provide the information required in the Attachment 2 to Part 3 - Certifications and additional information form 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.

### **2.4 Enquiries - Bid Solicitation**

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

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit

the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

## 2.5 Applicable Laws

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

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

## 2.6 Bid Challenge and Recourse Mechanisms

- a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
  - Office of the Procurement Ombudsman (OPO)
  - Canadian International Trade Tribunal (CITT)
- c) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

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

### **3.1 Bid Preparation Instructions**

- a) Epost Connect Bid Submission only.

Canada requires that the Bidder submit their electronic bid in accordance with section 08 of the 2003 Standard Instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

The bid must be gathered per section and separated as follows:

- i. Section I: Technical Bid
- ii. Section II: Financial Bid
- iii. Section III: Certifications and Additional Information

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

For further information please refer to article 08 - Transmission by epost Connect at <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2003/25#transmission-by-facsimile>

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

In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

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

Part 4, Evaluation Procedures, contains additional instructions that bidders should consider when preparing their technical bid.

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

- a) Bidders must submit their financial bid in accordance with the Pricing Schedule in Attachment 1 to Part 3.
- b) Bidders must submit their prices FOB destination; Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.
- c) When preparing their financial bid, Bidders should review:
  - i. The notes to Bidders of Attachment 1 to Part 3 – Pricing Schedule;
  - ii. Clause 4.1.4, Financial Evaluation of Part 4 – Evaluation Procedures and Basis of Selection; and
  - iii. Article 7.6, Payment, of Part 7 - Resulting Contract Clauses.

### 3.1.1 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, please select the associated fields in the PDF fillable form under Attachment 2 to Part 3 – Certification and Additional Information.

If the fields in the fillable form under Attachment 2 to Part 3 – Certification and Additional Information are not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

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

### Section III: Certifications and Additional Information

In Section III of their bid, bidders should provide the certifications required under Part 5 and, as applicable, any associated additional information.

- a) Bidders must complete their Certifications and Additional Information by using the PDF fillable form in Attachment 2 to Part 3 - Certifications and Additional Information;
- b) Bidders should complete the interactive form electronically before printing the document for submission. Bidders should note that simply printing the document prior to completing it electronically may omit certain fields that would appear when filling out the form electronically, resulting in incomplete Certifications; and
- c) The form should be signed.

### 3.1.2 Bidder's Proposed Sites or Premises Requiring Safeguarding Measures

- a) As indicated in Part 6 under Security Requirements, the Bidder must provide the full addresses of the Bidder's and proposed individuals' sites or premises for which safeguarding measures are required for Work Performance:

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

- b) The Company Security Officer must ensure through the [Contract Security Program](#) that the Bidder and proposed individuals hold a valid security clearance at the required level, as indicated in Part 6 – Security, Financial and Other Requirements.

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## ATTACHMENT 1 TO PART 3

### PRICING SCHEDULE

Bidders must submit a financial bid that must contain a Firm All-Inclusive Price in Canadian dollars, excluding applicable taxes.

Bidders must submit their financial bid in accordance with the Pricing Schedule Excel Spreadsheet in Attachment 1 to part 3 – Pricing Schedule and include it in its financial Bid once completed.

If the Bidder adds any conditions or makes changes to the pricing schedule, the Bidder's financial Bid will be declared non-responsive.

#### **Note to all Bidders:**

The Firm All-Inclusive Price for the Psychological Suitability Evaluation and each additional psychometric test must cover all the cost incurred to deliver the services as described in Annex A – Statement of work for all locations. These costs include, but are not limited to the resources, the testing and scoring material and equipment, the facilities, the shipping costs and all other administrative costs incurred.

Bidders must quote a Firm All-Inclusive Price for items 1, 2, 3 and 4 in Attachment 1 to part 3 – Pricing Schedule.

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Buyer ID - Id de l'acheteur  
144ZH  
CCC No./N° CCC - FMS No./N° VME

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**ATTACHMENT 2 TO PART 3**

**CERTIFICATIONS AND ADDITIONAL INFORMATION**

See attached PDF fillable Form:  
Attachment 2 to Part 3 – Certifications and Additional Information.pdf

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## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

- a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical evaluation criteria. Canada will use the Phased Bid Compliance Process described below.
- b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### **4.1.1 Phased Bid Compliance Process**

##### **4.1.1.1 General**

- a) Canada will conduct the Phased Bid Compliance Process (PBCP) described below for this requirement ONLY if Canada receives 4 or fewer Bids by the bid solicitation closing date.
- b) Notwithstanding any review by Canada at Phase I or II of the PBCP, Bidders are and will remain solely responsible for the accuracy, consistency and completeness of their Bids and Canada does not undertake, by reason of this review, any obligations or responsibility for identifying any or all errors or omissions in Bids or in responses by a Bidder to any communication from Canada.

THE BIDDER ACKNOWLEDGES THAT THE REVIEWS IN PHASE I AND II OF THIS PBCP ARE PRELIMINARY AND DO NOT PRECLUDE A FINDING IN PHASE III THAT THE BID IS NON-RESPONSIVE, EVEN FOR MANDATORY REQUIREMENTS WHICH WERE SUBJECT TO REVIEW IN PHASE I OR II AND NOTWITHSTANDING THAT THE BID HAD BEEN FOUND RESPONSIVE IN SUCH EARLIER PHASE. CANADA MAY DEEM A BID TO BE NON-RESPONSIVE TO A MANDATORY REQUIREMENT AT ANY PHASE. THE BIDDER ALSO ACKNOWLEDGES THAT ITS RESPONSE TO A NOTICE OR A COMPLIANCE ASSESSMENT REPORT (CAR) (EACH DEFINED BELOW) IN PHASE I OR II MAY NOT BE SUCCESSFUL IN RENDERING ITS BID RESPONSIVE TO THE MANDATORY REQUIREMENTS THAT ARE THE SUBJECT OF THE NOTICE OR CAR, AND MAY RENDER ITS BID NON-RESPONSIVE TO OTHER MANDATORY REQUIREMENTS.

- c) Canada may, in its discretion, request and accept at any time from a Bidder and consider as part of the Bid, any information to correct errors or deficiencies in the Bid that are clerical or administrative, such as, without limitation, failure to sign the Bid or any part or to checkmark a box in a form, or other failure of format or form or failure to acknowledge; failure to provide a procurement business number or contact information such as names, addresses and telephone numbers; inadvertent errors in numbers or calculations that do not change the amount the Bidder has specified as the price or of any component thereof that is subject to evaluation. This shall not limit Canada's right to request or accept any information after the bid solicitation closing in circumstances where the bid solicitation expressly provides for this right. The Bidder will have the time period specified in writing by Canada to provide the necessary documentation. Failure to meet this deadline will result in the Bid being declared non-responsive.
- d) The PBCP does not limit Canada's rights under Standard Acquisition Clauses and Conditions (SACC) 2003 (2020-05-28) Standard Instructions – Goods or Services – Competitive Requirements nor Canada's right to request or accept any information during the solicitation period or after bid solicitation closing in circumstances where the bid solicitation expressly provides for this right, or in the circumstances described in subsection (c).
- e) Canada will send any Notice or CAR by any method Canada chooses, in its absolute discretion. The Bidder must submit its response by the method stipulated in the Notice or CAR. Responses

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are deemed to be received by Canada at the date and time they are delivered to Canada by the method and at the address specified in the Notice or CAR. An email response permitted by the Notice or CAR is deemed received by Canada on the date and time it is received in Canada's email inbox at Canada's email address specified in the Notice or CAR. A Notice or CAR sent by Canada to the Bidder at any address provided by the Bidder in or pursuant to the Bid is deemed received by the Bidder on the date it is sent by Canada. Canada is not responsible for late receipt by Canada of a response, however caused.

#### 4.1.1.2 Phase I: Financial Bid

- a) After the closing date and time of this bid solicitation, Canada will examine the Bid to determine whether it includes a Financial Bid and whether any Financial Bid includes all information required by the solicitation. Canada's review in Phase I will be limited to identifying whether any information that is required under the bid solicitation to be included in the Financial Bid is missing from the Financial Bid. This review will not assess whether the Financial Bid meets any standard or is responsive to all solicitation requirements.
- b) Canada's review in Phase I will be performed by officials of the Department of Public Works and Government Services.
- c) If Canada determines, in its absolute discretion that there is no Financial Bid or that the Financial Bid is missing all of the information required by the bid solicitation to be included in the Financial Bid, then the Bid will be considered non-responsive and will be given no further consideration.
- d) For Bids other than those described in c), Canada will send a written notice to the Bidder ("Notice") identifying where the Financial Bid is missing information. A Bidder, whose Financial Bid has been found responsive to the requirements that are reviewed at Phase I, will not receive a Notice. Such Bidders shall not be entitled to submit any additional information in respect of their Financial Bid.
- e) The Bidders who have been sent a Notice shall have the time period specified in the Notice (the "Remedy Period") to remedy the matters identified in the Notice by providing to Canada, in writing, additional information or clarification in response to the Notice. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the Notice.
- f) In its response to the Notice, the Bidder will be entitled to remedy only that part of its Financial Bid which is identified in the Notice. For instance, where the Notice states that a required line item has been left blank, only the missing information may be added to the Financial Bid, except that, in those instances where the addition of such information will necessarily result in a change to other calculations previously submitted in its Financial Bid, (for example, the calculation to determine a total price), such necessary adjustments shall be identified by the Bidder and only these adjustments shall be made. All submitted information must comply with the requirements of this solicitation.
- g) Any other changes to the Financial Bid submitted by the Bidder will be considered to be new information and will be disregarded. There will be no change permitted to any other Section of the Bidder's Bid. Information submitted in accordance with the requirements of this solicitation in response to the Notice will replace, in full, **only** that part of the original Financial Bid as is permitted above, and will be used for the remainder of the bid evaluation process.
- h) Canada will determine whether the Financial Bid is responsive to the requirements reviewed at Phase I, considering such additional information or clarification as may have been

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provided by the Bidder in accordance with this Section. If the Financial Bid is not found responsive for the requirements reviewed at Phase I to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.

- i) Only Bids found responsive to the requirements reviewed in Phase I to the satisfaction of Canada, will receive a Phase II review.

#### 4.1.1.3 Phase II: Technical Bid

- a) Canada's review at Phase II will be limited to a review of the Technical Bid to identify any instances where the Bidder has failed to meet any Eligible Mandatory Criterion. This review will not assess whether the Technical Bid meets any standard or is responsive to all solicitation requirements. Eligible Mandatory Criteria are all mandatory technical criteria that are identified in this solicitation as being subject to the PBCP. Mandatory technical criteria that are not identified in the solicitation as being subject to the PBCP, will not be evaluated until Phase III.
- b) Canada will send a written notice to the Bidder (Compliance Assessment Report or "CAR") identifying any Eligible Mandatory Criteria that the Bid has failed to meet. A Bidder whose Bid has been found responsive to the requirements that are reviewed at Phase II will receive a CAR that states that its Bid has been found responsive to the requirements reviewed at Phase II. Such Bidder shall not be entitled to submit any response to the CAR.
- c) A Bidder shall have the period specified in the CAR (the "Remedy Period") to remedy the failure to meet any Eligible Mandatory Criterion identified in the CAR by providing to Canada in writing additional or different information or clarification in response to the CAR. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the CAR.
- d) The Bidder's response must address only the Eligible Mandatory Criteria listed in the CAR as not having been achieved, and must include only such information as is necessary to achieve such compliance. Any additional information provided by the Bidder which is not necessary to achieve such compliance will not be considered by Canada, except that, in those instances where such a response to the Eligible Mandatory Criteria specified in the CAR will necessarily result in a consequential change to other parts of the Bid, the Bidder shall identify such additional changes, provided that its response must not include any change to the Financial Bid.
- e) The Bidder's response to the CAR should identify in each case the Eligible Mandatory Criterion in the CAR to which it is responding, including identifying in the corresponding section of the original Bid, the wording of the proposed change to that section, and the wording and location in the Bid of any other consequential changes that necessarily result from such change. In respect of any such consequential change, the Bidder must include a rationale explaining why such consequential change is a necessary result of the change proposed to meet the Eligible Mandatory Criterion. It is not up to Canada to revise the Bidder's Bid, and failure of the Bidder to do so in accordance with this subparagraph is at the Bidder's own risk. All submitted information must comply with the requirements of this solicitation.
- f) Any changes to the Bid submitted by the Bidder other than as permitted in this solicitation, will be considered to be new information and will be disregarded. Information submitted in accordance with the requirements of this solicitation in response to the CAR will replace, in full, **only** that part of the original Bid as is permitted in this Section.

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- g) Additional or different information submitted during Phase II permitted by this section will be considered as included in the Bid, but will be considered by Canada in the evaluation of the Bid at Phase II only for the purpose of determining whether the Bid meets the Eligible Mandatory Criteria. It will not be used at any Phase of the evaluation to increase or decrease any score that the original Bid would achieve without the benefit of such additional or different information. For instance, an Eligible Mandatory Criterion that requires a mandatory minimum number of points to achieve compliance will be assessed at Phase II to determine whether such mandatory minimum score would be achieved with such additional or different information submitted by the Bidder in response to the CAR. If so, the Bid will be considered responsive in respect of such Eligible Mandatory Criterion, and the additional or different information submitted by the Bidder shall bind the Bidder as part of its Bid, but the Bidder's original score, which was less than the mandatory minimum for such Eligible Mandatory Criterion, will not change, and it will be that original score that is used to calculate any score for the Bid
- h) Canada will determine whether the Bid is responsive for the requirements reviewed at Phase II, considering such additional or different information or clarification as may have been provided by the Bidder in accordance with this Section. If the Bid is not found responsive for the requirements reviewed at Phase II to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.
- i) Only Bids found responsive to the requirements reviewed in Phase II to the satisfaction of Canada, will receive a Phase III evaluation.

#### **4.1.1.4 Phase III: Final Evaluation of the Bid**

- a) In Phase III, Canada will complete the evaluation of all Bids found responsive to the requirements reviewed at Phase II. Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- b) A Bid is non-responsive and will receive no further consideration if it does not meet all mandatory evaluation criteria of the solicitation.

#### **4.1.2 Technical Evaluation**

##### **4.1.2.1 Joint Venture Experience**

- a) Where the Bidder is a joint venture with existing experience as that joint venture, it may submit the experience that it has obtained as that joint venture.

Example: A bidder is a joint venture consisting of members L and O. A bid solicitation requires that the bidder demonstrate experience providing maintenance and help desk services for a period of 24 months to a customer with at least 10,000 users. As a joint venture (consisting of members L and O), the bidder has previously done the work. This bidder can use this experience to meet the requirement. If member L obtained this experience while in a joint venture with a third party N, however, that experience cannot be used because the third party N is not part of the joint venture that is bidding.

- b) A joint venture bidder may rely on the experience of one of its members to meet any given technical criterion of this bid solicitation.

Example: A bidder is a joint venture consisting of members X, Y and Z. If a solicitation requires: (a) that the bidder have 3 years of experience providing maintenance service, and (b) that the bidder have 2 years of experience integrating hardware with complex networks, then each of these two requirements can be met by a different member of the joint venture. However, for a single criterion, such as the requirement for 3 years of experience providing maintenance

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services, the bidder cannot indicate that each of members X, Y and Z has one year of experience, totaling 3 years. Such a response would be declared non-responsive.

- c) Joint venture members cannot pool their abilities with other joint venture members to satisfy a single technical criterion of this bid solicitation. However, a joint venture member can pool its individual experience with the experience of the joint venture itself. Wherever substantiation of a criterion is required, the Bidder is requested to indicate which joint venture member satisfies the requirement. If the Bidder has not identified which joint venture member satisfies the requirement, the Contracting Authority will provide an opportunity to the Bidder to submit this information during the evaluation period. If the Bidder does not submitted this information within the period set by the Contracting Authority, its bid will be declared non-responsive.

Example: A bidder is a joint venture consisting of members A and B. If a bid solicitation requires that the bidder demonstrate experience providing resources for a minimum number of 100 billable days, the bidder may demonstrate that experience by submitting either:

- o Contracts all signed by A;
- o Contracts all signed by B; or
- o Contracts all signed by A and B in joint venture, or
- o Contracts signed by A and contracts signed by A and B in joint venture, or
- o Contracts signed by B and contracts signed by A and B in joint venture.

that show in total 100 billable days.

- d) Any Bidder with questions regarding the way in which a joint venture bid will be evaluated should raise such questions through the Enquiries process as early as possible during the bid solicitation period.

#### **4.1.3 Mandatory Technical Criteria**

- a) This procurement includes Mandatory Technical Criteria. Refer to Attachment 1 to Part 4.
- b) The Phased Bid Compliance Process will apply to all Mandatory Technical Criteria.

#### **4.1.4 Financial Evaluation**

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

### **4.2 Basis of Selection**

#### **4.2.1 Lowest Evaluated Price**

- a) A bid must comply with the requirements of the bid solicitation and meet all mandatory evaluation criteria to be declared responsive; and
- b) The responsive bid with the lowest total evaluated price will be recommended for award of a contract.

**ATTACHMENT 1 TO PART 4**

**MANDATORY TECHNICAL EVALUATION CRITERIA**

The bid must meet the mandatory technical criteria specified below. The Bidder must provide for each of the proposed resources the necessary documentation to support compliance to each requirement.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive.

Each mandatory technical criterion should be addressed separately.

**1.1 Mandatory Technical Evaluation Criteria for Senior Clinical Psychologist**

	<b>Mandatory Technical Criteria</b>	<b>Instructions to Bidders</b>
<b>MT.1</b>	<p>The Bidder must propose one <b>Senior Clinical Psychologist</b>.</p> <p>The proposed Senior Clinical Psychologist must be licensed in and able to practice without any restrictions (i.e. be in good standing) in the province of practice.</p> <p>Canada reserves the right to request references to confirm the validity of the information provided.</p>	<p>The Bidder must demonstrate compliance by providing the following:</p> <p>a) The name of the individual that is being proposed as the Senior Clinical Psychologist</p> <p align="center"><b>AND</b></p> <p>b) The legal name of the individual's organization, firm or practice and its full address (Civic Address, City, Province);</p> <p align="center"><b>AND</b></p> <p>c) The individual's Registration Number with the provincial regulatory body.</p>
<b>MT.2</b>	<p><b>Experience performing or supervising psychological suitability assessment.</b></p> <p>The Bidder must demonstrate that the proposed resource in MT.1 has a minimum of 60 months (equivalent to (5) years') of experience within the last 10 years prior to the Bid Solicitation publication date, performing and/or supervising psychological suitability assessments.</p> <p>These psychological assessments must meet each of the following requirements:</p> <p>a) Assessment of psychological suitability for policing;</p>	<p>The Bidder must demonstrate compliance by providing the following:</p> <p>a) The Bidder must provide an annotated resume and the following:</p> <ol style="list-style-type: none"> <li>i. Name of the client organization(s);</li> <li>ii. Date of experience (month/year to month/year); and</li> <li>iii. A detailed description of the purpose and nature of the assessments, the population(s) served, and the tests administered to demonstrate criteria (a), (b), (c) and (d) in the left column are met.</li> </ol> <p align="center"><b>AND</b></p>

	<b>Mandatory Technical Criteria</b>	<b>Instructions to Bidders</b>
	<p>b) Assessment of psychological suitability for at least one high-risk occupation other than policing. Acceptable examples of high-risk occupations include but are not limited to; military, first responders, correctional officers and armed border agents;</p> <p>c) Assessment of psychological suitability against a set of validated job competencies/ dimensions via interview (semi-structured or structured); and</p> <p>d) Assessment of psychological suitability using the Minnesota Multiphasic Personality Inventory-2 (MMPI-2®) or Minnesota Multiphasic Personality Inventory-2 Restructured Form (MMPI-2-RF®) and The Sixteen Personality Factors (16-PF®) or other similar tests of normal personality traits (NEO, etc.).</p> <p>Canada reserves the right to request references to confirm the validity of the information provided.</p>	<p>b) Three examples of actual psychological suitability assessment reports (identifiers removed) written by the proposed resource in MT1, that meet criteria (c) and (d) in the left column.</p>
<p><b>MT.3</b></p>	<p><b>Experience in performing psychological assessments of police officers/members of high-risk occupations.</b></p> <p>The Bidder must demonstrate that the proposed resource in MT.1 has a minimum of 36 months (equivalent to (3) years') of experience within the last 20 years prior to the Bid Solicitation publication date performing psychological assessments that demonstrate expertise interpreting personality tests and thorough understanding of the challenges and psychological issues of high-risk occupations.</p> <p>The psychological assessments must meet all of these requirements:</p>	<p>The Bidder must demonstrate compliance by providing the following:</p> <p>a) For the experience regarding psychological assessments, the Bidder must provide the following:</p> <ul style="list-style-type: none"> <li>i. Name of the client organization(s);</li> <li>ii. Date of experience (month/year to month/year); and</li> <li>iii. A detailed description of the purpose and nature of the assessments, the population(s) served, and the tests administered to demonstrate that criteria (a) and (b) in the left column are met.</li> </ul>

	Mandatory Technical Criteria	Instructions to Bidders
	<p>a) Assessments of police officers and/or other members of high-risk occupations. Acceptable examples of high-risk occupations include but are not limited to; military, first responders, correctional officers and armed border agents. The purpose of these assessments could be, for example; evaluation of psychological fitness-for-duty, return to work or diagnostic assessment of operational stress symptoms;</p> <p><b>AND</b></p> <p>b) Psychological assessments using a range of standardized psychological tests of normal personality and abnormal personality and/or cognitive ability. Examples: MMPI, 16-PF, Personality Assessment Inventory (PAI®), NEO, Millon Clinical Multiaxial Inventory (MCMI®), intelligence/cognitive tests, self-reports, substance use scales.</p> <p>Canada reserves the right to request references to confirm the validity of the information provided.</p>	

## 1.2 Mandatory Technical Evaluation Criteria for Clinical Psychologists

	Mandatory Technical Criteria	Instructions to Bidders
<b>MT.4</b>	<p>The Bidder must propose a pool of <b>Clinical Psychologists</b>.</p> <p>A minimum of two (2) Clinical Psychologists in each of the provinces of Canada, with a minimum of one (1) Clinical Psychologist in each of the following cities:</p> <ol style="list-style-type: none"> <li>1. Edmonton, AB</li> <li>2. Calgary, AB</li> <li>3. Grande Prairie, AB or Prince George, BC</li> <li>4. Vancouver, BC</li> </ol>	<p>The Bidder must demonstrate compliance by providing the following:</p> <p>a) For each location, listed in the left column, the Bidder must provide the name of each individual and the location for which the resource is being proposed;</p> <p><b>AND</b></p> <p>b) For each proposed Clinical Psychologist in (a) above, in each location, the Bidder must provide the following:</p>

	<b>Mandatory Technical Criteria</b>	<b>Instructions to Bidders</b>
	<ol style="list-style-type: none"> <li>5. Kelowna, BC</li> <li>6. Winnipeg, MB</li> <li>7. Fredericton, NB</li> <li>8. St Johns, NFLD</li> <li>9. Halifax, NS</li> <li>10. National Capital Region (Ottawa, ON, Gatineau, QC)</li> <li>11. Toronto, ON</li> <li>12. Charlottetown, PEI</li> <li>13. Montreal, QC</li> <li>14. Quebec, QC</li> <li>15. Regina, SK</li> </ol> <p>Each proposed Clinical Psychologist in <b>each location</b>, must be licensed in and able to practice without any restrictions (i.e. be in good standing) in the province of practice</p> <p><i>Note 1: The proposed Senior Clinical Psychologist in MT1 may be proposed as 1 Clinical Psychologist in 1 location.</i></p> <p>Canada reserves the right to request references to confirm the validity of the information provided.</p>	<ol style="list-style-type: none"> <li>i. The legal name of the individual's organization, firm or practice and its full address (Civic Address, City, Province); and</li> <li>ii. The individual's Registration Number with the provincial regulatory body.</li> </ol>
<b>MT.5</b>	<p><b>Experience in performing psychological assessments of police officers/members of high-risk occupations.</b></p> <p>The Bidder must demonstrate that each proposed Clinical Psychologist in MT4, for each location, has performed a minimum of 25 psychological assessments, within the last 5 years prior to the Bid Solicitation publication date, of members of high-risk occupations. Acceptable examples of high-risk occupations include but are not limited to: police officers, military, first responders, correctional officers and armed border agents</p> <p>Canada reserves the right to request references to confirm the validity of the information provided.</p>	<p>The Bidder must demonstrate compliance by providing the following:</p> <p>For each of the proposed Clinical Psychologist in MT4, for each location, the Bidder must provide an annotated resume and the following:</p> <ol style="list-style-type: none"> <li>a) For the 25 psychological assessments (minimum), the Bidder must provide the following: <ol style="list-style-type: none"> <li>i. Name of the client organization(s);</li> <li>ii. Date of experience (month/year to month/year); and</li> <li>iii. A detailed description of the purpose and nature of the assessments and the population(s) served to demonstrate compliance.</li> </ol> </li> </ol> <p><b>AND</b></p>

	<b>Mandatory Technical Criteria</b>	<b>Instructions to Bidders</b>
		<p>b) One example of an actual psychological assessment report (identifiers removed) written by each of the proposed resource in MT4, that meet the criteria in the left column of MT.5 <b>or</b> MT.6. Refer to Note 1 below.</p> <p>Note 1: If more than 1 report is submitted, for each proposed resource, please clearly identify which report you would like to be evaluated as only 1 report will be evaluated.</p>
<b>MT.6</b>	<p><b>Experience performing psychological assessments</b></p> <p>The Bidder must demonstrated that each proposed Clinical Psychologist in MT4, for each location, has the following experience:</p> <p>a) A minimum of 24 months (equivalent of two (2) years) of experience prior to the Bid Solicitation publication date, performing psychodiagnostic assessments of adults in a clinical setting using <i>Diagnostic and Statistical Manual of Mental Disorders (DSM)</i> criteria;</p> <p><b>OR</b></p> <p>b) A minimum of 24 months (equivalent of 2 years) of experience prior to the Bid Solicitation publication date, performing psychological suitability assessments of members of high-risk occupations. Acceptable examples of high-risk occupations include but are not limited to: police officers, military, first responders, correctional officers and armed border agents</p> <p><b>AND</b></p> <p>c) A minimum of 36 months (equivalent of three (3) years) of experience</p>	<p>The Bidder must demonstrate compliance by providing the following:</p> <p>a) For each of the proposed Clinical Psychologist in MT4, for each location, the Bidder must provide an annotated resume and the following:</p> <ul style="list-style-type: none"> <li>i. Name of the client organization(s);</li> <li>ii. Date of experience (month/year to month/year); and</li> <li>iii. A detailed description of the purpose and nature of the assessments, the population(s) served, and the tests administered to demonstrate that criteria (a) or (b), and (c) in the left column are met</li> </ul> <p><b>AND</b></p> <p>b) One example of an actual psychological assessment report (identifiers removed) written by each of the proposed resource in MT.4, that meet the criteria in the left column of MT.5 or MT.6. Refer to Note 1 below.</p> <p>Note 1: If more than 1 report is submitted, for each proposed resource, please clearly identify which report you would like to be evaluated as only 1 report will be evaluated.</p>

Solicitation No. - N° de l'invitation  
M7594-206333/A  
Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.  
File No. - N° du dossier

Buyer ID - Id de l'acheteur  
144ZH  
CCC No./N° CCC - FMS No./N° VME

	<b>Mandatory Technical Criteria</b>	<b>Instructions to Bidders</b>
	<p>prior to the Bid Solicitation publication date, using the MMPI-2 or MMPI-2-RF in psychodiagnostic or clinical psychological suitability assessment.</p> <p>Canada reserves the right to request references to confirm the validity of the information provided.</p>	

Solicitation No. - N° de l'invitation  
M7594-206333/A  
Client Ref. No. - N° de réf. du client

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

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

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

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

Bidders must complete their certifications and additional information required under Part 5 by using the PDF form under Attachment 2 to Part 3 – Certifications and Additional Information.

## **PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS**

### **6.1 Security Requirements**

6.1.1 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 7 - Resulting Contract Clauses;
- b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
- c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
- d) the Bidder's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
- e) the Bidder must provide the addresses of proposed sites or premises of work performance and document safeguarding as indicated in Part 3 - Section IV Additional Information.

6.1.2 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.

6.1.3 For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

### **6.2 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 G.

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 7 - RESULTING CONTRACT CLAUSES**

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

### **7.1 Statement of Work**

#### **7.1.1 Task Authorization**

7.1.1.1 The Work described at Annex "A", Statement of Work, will be performed under the Contract on an "as and when requested basis".

7.1.1.2 With respect to the Work mentioned under paragraph 7.1.1.1 of this clause,

- a) an obligation will come into force only when the Contractor receives a Task Authorization (TA), inclusive of any revisions, authorized and issued in accordance with this clause, and only to the extent designated in the authorized TA;
- b) the TA Authority and limit will be determined in accordance with paragraph 7.1.2 of this clause;
- c) the Contractor must not commence work until a TA, inclusive of any revisions, has been authorized and issued in accordance with the Contract. The Contractor acknowledges that work performed before a TA, inclusive of any revisions, has been authorized and issued in accordance with the Contract will be done at the Contractor's own risk and expense;
- d) the task description, inclusive of any revisions, included in an authorized TA must fall within the scope of the Statement of Work, in Annex A; and
- e) the TA, inclusive of any revisions, will be authorized under the Contract through the use of PWGSC-TPSGC 572, Task Authorization Form, in Annex E. An authorized TA is a completed Annex E signed by the TA Authority.

#### **7.1.2 Task Authorization Authority and Limit**

- a) The RCMP Procurement Authority may authorize individual TAs inclusive of any revisions up to a limit of \$\_\_\_\_\_ (*Amount to be inserted at Contract Award*), Applicable Taxes extra. Any TA the total value of which would exceed that limit or any revision to a previously authorized TA that would increase the TA total value above that limit must be authorized by the Contracting Authority before issuance to the Contractor; and
- b) The authority specified under paragraph a) of this clause is granted subject to the sum specified in the Contract under clause 7.6.2 - Limitation of Expenditure - Cumulative Total of all authorized Task Authorizations, is not being exceeded.

#### **7.1.3 Task Authorization Process**

- a) The RCMP Procurement Authority will provide the Contractor with a description of the task using the PWGSC-TPSGC 572 Task Authorization (TA) form, in Annex E;

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- b) The TA will include all the details of the activities or revised activities to be performed and a description of the deliverables or revised deliverables to be submitted, a schedule or revised schedule indicating completion dates for the major activities or submission dates for the deliverables, or both, as applicable, the Contract security requirements applicable to the task or revised task, the Contract basis (bases) of payment applicable to the task or revised task and the Contract method of payment applicable to the task or revised task;
- c) Within 10 calendar days of its receipt of the request, the Contractor must provide the RCMP Procurement Authority with a signed and dated response prepared and submitted using the TA form received from the RCMP Procurement Authority. The response must include the total estimated cost proposed for performing the task or, as applicable, revised task in compliance with the Basis of Payment, in Annex B;
- d) The TA signed by both parties (RCMP Procurement Authority and the Contractor) must be forwarded by email to the Contracting Authority identified under the section 5.0 entitled "Authorities" of the Contract; and
- e) When a resource needs to be replaced, the Contractor must ensure compliance with the Mandatory Requirement set out in Annex A - Statement of Work, section 15.0 – Minimum Mandatory Requirement. The Contractor must provide the following to the Project Authority, the RCMP Procurement Authority and the Contracting Authority, within 10 calendar days following the reception of the Task Authorization:
- i. the name of the proposed resource;
  - ii. a detailed response that demonstrates compliance to Annex A - Statement of Work, section 15.0 – Minimum Mandatory Requirement, for the proposed resource category; and
  - iii. the résumé of the proposed resource.

#### **7.1.4 Minimum Work Guarantee - All the Work - Task Authorizations**

- a) "Maximum Contract Value" means the sum specified in Contract clause 7.6.2 - Limitation of Expenditure - Cumulative Total of all authorized Task Authorizations; and
- "Minimum Contract Value" means a fixed amount of \$ 10,000.00.
- b) Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph c) of this clause. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work. Canada's maximum liability for Work requested in authorized TAs, performed by the Contractor and accepted by Canada must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
- c) In the event that Canada does not request Work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the cost of the Work requested in authorized TAs, performed by the Contractor and accepted by Canada.
- d) Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

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### 7.1.5 Periodic Usage Reports - Contracts with Task Authorizations

- a) The Contractor must compile and maintain detailed and current data on its performance of Work required and requested under TAs (inclusive of any revisions) authorized and issued under the Contract.
- b) No later than 15 calendar days after the end of each of the reporting periods below, the Contractor must submit to the Contracting Authority, the Project Authority and the RCMP Procurement Authority a periodic usage report containing, in an electronic spreadsheet (such as MS Office Excel), the data elements specified in paragraphs c) and d) of this clause in the order they are presented. Where at the end of a reporting period, no changes are required to be made to the data contained in the periodic usage report submitted for the previous period, the Contractor must submit a "NIL" report to the Contracting Authority, the Project Authority and the DND Procurement Authority.

The reporting periods are defined as follows:

1st quarter: April 1 to June 30;  
2nd quarter: July 1 to September 30;  
3rd quarter: October 1 to December 31; and  
4th quarter: January 1 to March 31.

A sample MS Office spreadsheet containing the data elements contained in paragraphs c) and d) of this clause is provided in Annex F.

- c) For each TA authorized and issued under the Contract, the data must contain the following data elements in the order presented:
- i. the TA number appearing on the TA form;
  - ii. the date the task was authorized appearing on the TA form;
  - iii. the total estimated cost of the task (Applicable Taxes extra) before any revisions appearing on the TA form;
  - iv. the following information appearing on the TA form must be included for each authorized revision, starting with revision 1, than 2, etc.;
  - v. the TA revision number;
  - vi. the date the revision to the task was authorized;
  - vii. the authorized increase or decrease (Applicable Taxes extra);
  - viii. the total estimated cost of the task (Applicable Taxes extra) after authorization of the revision;
  - ix. the total cost incurred for the task (as last revised, as applicable), Applicable Taxes extra;
  - x. the total cost incurred and invoiced for the task (as last revised, as applicable), Applicable Taxes extra;
  - xi. the total amount of Applicable Taxes invoiced;
  - xii. the total amount paid, Applicable Taxes included;
  - xiii. the start and completion date of the task (as last revised, as applicable); and
  - xiv. the active status (i.e., the percentage of the work completed) of the task (as last revised, as applicable) with an explanation (as applicable).
- d) For all TAs authorized and issued under the Contract, the data must contain the following data elements in the order presented:

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- i. the sum (Applicable Taxes extra) specified in clause 7.6.2 - Limitation of Expenditure - Cumulative Total of all Task Authorizations, as last amended;
  - ii. the total cost incurred for all authorized tasks (inclusive of any revisions), Applicable Taxes extra;
  - iii. the total cost incurred and invoiced for all authorized tasks (inclusive of any revisions), Applicable Taxes extra;
  - iv. the total amount of Applicable Taxes invoiced for all authorized tasks (inclusive of any revisions); and
  - v. the total amount paid for all authorized tasks (inclusive of any revisions), Applicable Taxes extra.

#### **7.1.6 Administration of the Task Authorization process – National Recruitment Program, RCMP**

The administration of the Task Authorization process will be carried out by the National Recruitment Program of the RCMP. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

#### **7.2 Standard Clauses and Conditions**

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

##### **7.2.1 General Conditions**

[2035](#) (2020-05-28), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

##### **7.2.2 Supplemental General Conditions**

[4008](#) (2008-12-12), Personal Information, apply to and form part of the contract.

#### **7.3 Security Requirements**

- a) The Contractor/Offeror must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), with approved Document Safeguarding at the level of PROTECTED B issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
- b) 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.
- c) Processing of PROTECTED materiel electronically at the Contractor/Offeror's site is NOT permitted under this Contract/Standing Offer.
- d) Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
- e) The Contractor/Offeror must comply with the provisions of the:
  - i. Security Requirements Check List and security guide, attached at Annex C and D;

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ii. *Contract Security Manual* (Latest Edition).

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

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

*(To be inserted at Contract Award)*

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

- b) The Company Security Officer must ensure through the Contract Security Program that the Contractor and individuals hold a valid security clearance at the required level.

### **7.4 Term of Contract**

The period of the Contract is from *(to be inserted at Contract Award)* to *(to be inserted at Contract Award)* Inclusive.

#### **7.4.1 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 4 additional 1 year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment. Canada may exercise this option at any time by sending a written notice to the Contractor at least 15 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

### **7.5 Authorities**

#### **7.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Marie-Claude LePage  
Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Programs  
Training and Specialized Services Division

Les Terrasses de la Chaudière  
10 Wellington St, 5th Floor  
Gatineau, Quebec K1A 0S5

Telephone: 613-858-8637  
E-mail: [marie-claude.lepage@tpsgc-pwgsc.gc.ca](mailto:marie-claude.lepage@tpsgc-pwgsc.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

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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.

## **7.5.2 Project Authority**

The Project Authority for the Contract is:

*(to be inserted at Contract Award)*

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.

## **7.5.3 RCMP Procurement Authority**

The RCMP Procurement Authority for the contract is:

*(to be inserted at Contract Award)*

## **7.5.4 Contractor's Representative**

*(To be inserted at Contract Award)*

## **7.6 Payment**

### **7.6.1 Basis of Payment**

#### **7.6.1.1 Basis of Payment - Psychological Suitability Evaluation**

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid a Firm All-Inclusive Price in accordance with Table 1.1 and 2.1 of the Basis of Payment in Annex B, as specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

#### **7.6.1.2- Basis of Payment – Additional Psychological Testing**

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid a Firm All-Inclusive Price in accordance with Table 1.2 and 2.2 of the Basis of Payment in Annex B, as specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

### **7.6.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations**

Canada's total liability to the Contractor under the Contract for all authorized TAs, inclusive of any revisions, must not exceed the sum of \$\_\_\_\_\_ *(to be inserted at Contract Award)*. Customs duties are included and the Applicable Taxes are extra.

No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by 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) 4 months before the Contract expiry date, or
- c) as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions,

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.

### **7.6.3 Method of 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; and
- c) the Work delivered has been accepted by Canada.

### **7.6.4 Electronic Payment of Invoices – Contract**

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

*(To be inserted at Contract Award, if applicable)*

- a) Visa Acquisition Card;
- b) MasterCard Acquisition Card;
- c) Direct Deposit (Domestic and International);
- d) Electronic Data Interchange (EDI);
- e) Wire Transfer (International Only);
- f) Large Value Transfer System (LVTS) (Over \$25M)

### **7.6.5 SACC Manual Clauses**

- a) C0705C (2010-01-11), Discretionary Audit

### **7.7 Invoicing Instructions**

- a) The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed;
- b) Each invoice must be supported, as applicable, by the following:

- i. Task Authorization number;
  - ii. Date of invoice;
  - iii. Invoice number;
  - iv. Contractor's name and address;
  - v. Contractor's Procurement Business Number; and
  - vi. Item / reference number, deliverable and / or quantity or description of work in accordance with Annex B – Basis of Payment.
- c) Invoices must be distributed as follows:
- i. The original must be forwarded, by email, to the Project Authority identified under the section entitled "Authorities" of the Contract, to the following address [RCMP.NRHSCommunication-CommunicationSSPNR.GRC@rcmp-grc.gc.ca](mailto:RCMP.NRHSCommunication-CommunicationSSPNR.GRC@rcmp-grc.gc.ca) for certification and payment; and
  - ii. One soft copy must be forwarded by email to the Contracting Authority identified under the section entitled "Authorities" of the Contract at the following email address: [tpsgc.facturationzh-zhinvoicing.pwgsc@tpsgc-pwgsc.gc.ca](mailto:tpsgc.facturationzh-zhinvoicing.pwgsc@tpsgc-pwgsc.gc.ca). The Contract number and the Contracting Authority name must be entered in the subject line of the email.

## 7.8 Certifications and Additional Information

### 7.8.1 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.

### 7.8.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

### 7.9 Applicable Laws

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

### 7.10 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 [2035](#) (2020-05-28) - Higher Complexity – Services;
- d) Annex A, Statement of Work;

- e) Annex B, Basis of Payment;
- f) Annex C, Security Requirements Check List;
- g) Annex D, RCMP Security Guide;
- h) Annex G, Insurance Requirements;
- i) the signed Task Authorizations (including all of its annexes, if any); and
- j) the Contractor's bid dated \_\_\_\_\_ (*insert date of bid at contract award*).

#### **7.11 Insurance**

The Contractor must comply with the insurance requirements specified in Annex G. 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.

#### **7.12 Proactive Disclosure of Contracts with Former Public Servants**

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

#### **7.13 Dispute Resolution**

- a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".

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## ANNEX A

### STATEMENT OF WORK

#### 1.0 SCOPE

Psychological Suitability Evaluation of Royal Canadian Mounted Police (RCMP) Regular Member Applicants.

#### 1.1 OBJECTIVE

The RCMP has a requirement for a Contractor to provide the National Recruiting Program (NRP) with psychological suitability evaluations of RCMP Regular Member police applicants across Canada, in French and in English, in accordance with up to date professional psychological standards.

#### 1.2 BACKGROUND

The RCMP is the Canadian national police service and an agency of the Ministry of Public Safety Canada.

The RCMP is unique in the world since it is a national, federal, provincial and municipal policing body. The RCMP provides a total federal policing service to all Canadians and policing services under contract to three territories, eight provinces (except Ontario and Quebec), more than 150 municipalities, more than 600 Aboriginal communities and three international airports.

The RCMP's mandate as outlined in section 18 of the *Royal Canadian Mounted Police Act* is multi-faceted. It includes preventing and investigating crime; maintaining peace and order; enforcing laws; contributing to national security; ensuring the safety of state officials, visiting dignitaries and foreign missions; and providing operational support services to other police and law enforcement agencies within Canada and abroad.

The RCMP is seeking applicants who are just starting in their career, as well as those looking for a second one. The goal is to select approximately 1,300 qualified Cadets annually to attend the RCMP training academy in Regina and join our proud police officer ranks.

The NRP is responsible for ensuring that applicants meet the minimum selection standards of police applicants, which essentially means that they possess the right set of skills, experience, and personality characteristics that predict an ability to safely and effectively exercise the roles and responsibilities of an RCMP general duty constable and to withstand the psychological demands of this role. The psychological suitability evaluation for policing is an important part of this broad NRP mandate.

#### 2.0 REFERENCE DOCUMENTS

- a) \*RCMP Guidelines for Psychologists assessing Regular Member police applicants (available upon request);
- b) \*Forms – including but not limited to (available upon request);
  - i. Consent to RCMP Applicant Psychological Suitability Evaluation;
  - ii. Pre-interview questionnaire
- c) RCMP General Duty Constable Task Bank(available upon request)
- d) The Pre-employment Clinical Assessment of Police Candidates: Principles and Guidelines for Canadian Psychologists April, 2013  
<https://cpa.ca/docs/File/News/2013-07/Police%20assess%20guidelines%20April2013final.pdf>
- e) Canadian Code of Ethics for Psychologists

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- f) [https://cpa.ca/docs/File/Ethics/CPA\\_Code\\_2017\\_4thEd.pdf](https://cpa.ca/docs/File/Ethics/CPA_Code_2017_4thEd.pdf)  
Treasury Board of Canada Secretariat  
<https://www.tbs-sct.gc.ca/pol/index-eng.aspx>
  - g) Personal Information Protection and Electronic Documents Act (PIPEDA 2004 Act)  
<https://www.priv.gc.ca/en/privacy-topics/privacy-laws-in-canada/the-personal-information-protection-and-electronic-documents-act-pipeda/>
  - h) Privacy Act  
<https://www.priv.gc.ca/en/privacy-topics/privacy-laws-in-canada/the-privacy-act/>
  - i) The Official Languages Act  
<https://laws-lois.justice.gc.ca/eng/acts/o-3.01/fulltext.html>

\*Amendments may be made to reference documents a) and b) throughout the duration of the contract. The Contractor will be provided with amended documents accordingly.

### 3.0 ESTIMATED VOLUME OF PSYCHOLOGICAL SUITABILITY EVALUATIONS PER LOCATION

The following table is a breakdown of the estimated number of psychological suitability evaluations that will be required per year by location under the contract.

Location	Estimated volume of applicants referred per year
New Brunswick (NB) and Prince Edward Island (PEI)	50-100
Nova Scotia (NS)	50-100
Newfoundland (NFLD)	25-50
Quebec (QC)	200-300
Ontario (ON)	200-300
Manitoba (MB)	50-100
Saskatchewan (SK)	25-50
Alberta (AB)	150-250
British Columbia (BC)	300-400
Total	1050-1650

The volumetric data included above are estimations made in good faith and are not to be considered in any way as a commitment from Canada as the number of RCMP Regular Member police applicants may fluctuate depending on National requirements.

### 4.0 TERMINOLOGY

For the purpose of this requirement, the following definitions apply:

**Clinical interview:** psychological interview designed to elucidate issues of a clinical nature, i.e., relating to the observation and treatment of actual patients rather than theoretical or laboratory studies.

**Clinicians providing services to the RCMP:** regulated health professionals who are approved providers of services to the RCMP.

**Clinical Psychologists:** psychologists registered with their regulatory body (College of Psychologists) of the province or provinces in which they practice to provide clinical psychological services such as assessment and psychotherapy to clients. Clinical services relate to the observation and treatment of actual individual patients rather than theoretical or laboratory studies. Please refer to any College of Psychologists or the Canadian Psychological Association for more information on what distinguishes clinical psychology from the other areas (such as organizational, academic, counselling or research).

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**Evaluation criteria for Clinicians:** Criteria to be used to guide the assessing clinician in his or her evaluation of the applicant to determine his or her suitability for policing. Evaluation criteria are outlined in the RCMP Guidelines for Psychologists assessing Regular Member police applicants.

**Minnesota Multiphasic Personality Inventory-2 Restructured Form (MMPI-2-RF®):** the Minnesota Multiphasic Personality Inventory-2 Restructured Form. A 338 item self-report test of psychological functioning and personality. In the fall of 2020 a new version of the MMPI, the MMPI-3, became available and will be the preferred instrument going forward, when the French version becomes available (in 2021). This document refers to the MMPI-2 and MMPI-2-RF because it refers to previous experience with the instrument.

**National Recruiting Program (NRP) psychologist:** psychologist can be a public service employee or a contractor who is attached to the National Recruiting Program of the RCMP.

**Police Candidate Report MMPI-2-RF®:** Computerized interpretive report for the **MMPI-2-RF®** for police applicants.

**Pre-interview questionnaire:** background, contact information, education, work, family and medical history questions to be completed by the applicant prior to their interview with the psychologist who will evaluate their psychological suitability for policing. (Available upon request)

**Psychological Suitability Evaluation Report:** a psychological evaluation report which concludes as to the suitability of the applicant to perform the job of police officer. (Available upon request)

**Psychological Suitability Evaluations for policing:** psychological assessment of applicants to the RCMP with the aim of determining whether the applicant possesses the necessary psychological qualities for the job of police officer (entry level - general duty constable).

**RCMP Regular Member police applicants:** members of the public who apply to become part of the regular RCMP force at entry level of general duty constable.

**Semi-structured clinical interview:** a type of interview in which the interviewer asks some predetermined but open-ended questions and others that arise spontaneously in a free-flowing conversation. They allow for the objective comparison of candidates, while also providing an opportunity to spontaneously explore topics relevant to that particular candidate.

**Senior Clinical Psychologist:** psychologist who will be responsible for the quality assurance and standardization of psychological evaluations across the country.

**The Sixteen Personality Factors (16-PF®):** 16 personality factor questionnaire, a comprehensive measure of normal range personality.

## 5.0 REQUIREMENTS

### 5.1 MANAGEMENT AND COORDINATION SERVICES

The Contractor must provide on an “as and when requested basis” Psychological Suitability Evaluations of RCMP Regular Member police applicants, in French and in English with the aim of determining whether the applicant possesses the necessary psychological qualities for the job of police officer. These services include, but are not limited to, the following:

The Contractor is responsible for scheduling and coordinating requests for Psychological Suitability Evaluations of RCMP Regular Member police applicants as per the instructions provided by the NRP Project Authority (NRP PA) by email.

The Contractor is responsible for coordinating the administration of the additional testings, if needed, as listed under section 5.2.2 (b), (v) upon pre-approval by the NRP Psychologist or PA.

The Contractor must complete the assigned work according to the pre-defined schedule and evaluation requirements as identified by the NRP PA.

The Contractor is responsible to hire one Senior Clinical Psychologist to oversee, deliver and manage the psychological suitability evaluation services and Clinical Psychologists to conduct Psychological Suitability Evaluations.

The Contractor must maintain a roster of Clinical Psychologists with a minimum of two Clinical Psychologists in each of the provinces of Canada (Alberta, British Columbia, Manitoba, New Brunswick, Newfoundland and Labrador, Nova Scotia, Ontario, Prince Edward Island, Quebec, and Saskatchewan) with a minimum of one (1) Clinical Psychologist in each of the following cities:

1. Edmonton, AB
2. Calgary, AB
3. Grande Prairie, AB or Prince George, BC
4. Vancouver, BC
5. Kelowna, BC
6. Winnipeg, MB
7. Fredericton, NB
8. St Johns, NFLD
9. Halifax, NS
10. National Capital Region (Ottawa, ON, Gatineau, QC)
11. Toronto, ON
12. Charlottetown, PEI
13. Montreal, QC
14. Quebec, QC
15. Regina, SK

The Contractor must ensure that the resources in their roster meet the associated requirement outlined in Section 15.0 Minimum Mandatory Requirements for Senior Clinical Psychologist and/or Clinical Psychologist. The Contractor must provide the NRP PA a resume, for each new proposed resource, that substantiate the minimum requirements as detailed in section 15.0.

The Contractor must manage and maintain a list of all of the psychologists in the roster. When there are changes to the roster, the Contractor must provide an updated list to the NRP PA within two (2) working days of the change.

The Contractor and its resources must adhere to NRP psychological screening directives and guidelines, as outlined in the RCMP Guidelines for Psychologists assessing Regular Member police applicants.

The Contractor must ensure that their Clinical Psychologist can provide suitable psychological testing and interviewing facilities in each location listed in section 8.0. Testing and interview conditions must meet professional standards with respect to test security and standardized test administration, verification of test-taker's identity, privacy for psychological assessments as well as applicable public health standards.

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The Contractor must ensure that their Psychologists are equipped with all materials, equipment and other tools necessary to provide all the services described in this Statement of Work. This includes but is not limited to, all testing and scoring material and equipment.

The Contractor must liaise with its clinics to transfer relevant hard-copy files via courier in a double sealed envelope.

Within two (2) working days of a request from the NRP PA, the Contractor must make the designated resource available to discuss complex cases.

The Contractor must ensure the timely delivery of services and reports. Any delays affecting the deliverables must be reported in the Monthly Summary Report in section 6.0 Deliverables.

The Contractor must inform by email the NRP PA of any issues that might impact any of the services herein, as they arise. Potential issues include, but are not limited to evaluation issues, scheduling issues, etc.

## **5.2 PSYCHOLOGICAL SUITABILITY EVALUATION SERVICES**

### **5.2.1 Tasks of the Senior Clinical Psychologist**

The Senior Clinical Psychologist is responsible to provide supervision and guidance to the Clinical Psychologists as well as to ensure standardization and quality assurance.

The Senior Clinical Psychologist is responsible for the following:

- a) Primary contact for the NRP PA for psychological expertise as required;
- b) In the quality assurance role, the Senior Clinical Psychologist must be involved in the selection, training, supervision and monitoring of the Clinical Psychologists who will provide services to the RCMP and ensure they meet the qualifications as detailed in section 15.0, Minimum Mandatory Requirements for Clinical Psychologist.
- c) In the quality assurance and standardization roles, oversee the services provided, which include, but are not limited to identifying issues and providing clarification when required, recommending corrective actions to ensure that all services meet best practices, and other requirements; and
- d) At all times, verify that the work being performed by the Clinical Psychologists is in accordance with the requirement described in this statement of work and in the spirit of the values and ethics set by the Canadian Code of Ethics for Psychologists as well as those of the RCMP as detailed in the RCMP Guidelines for Psychologists assessing Regular Member police applicants.

The Senior Clinical Psychologist can also take on the role of one of the Clinical Psychologists.

### **5.2.2 Tasks of the Clinical Psychologist**

The Clinical Psychologist is responsible for conducting psychological suitability evaluations of RCMP Regular Member Police applicants as outlined in the RCMP Guidelines for Psychologists assessing Regular Member police applicants.

The Psychological Suitability evaluation protocol must occur in two stages:

1. Administer and review the MMPI-2RF® (MMPI-3® when French version is available) and the 16PF® test results (candidate interpretive reports); and
2. Obtain and review the Pre-Interview questionnaire and conduct the semi-structured clinical interview.

The following tasks must be performed by the Clinical Psychologist;

- a) Obtain informed consent from the RCMP Regular Member police applicant using the Consent to RCMP Applicant Psychological Suitability Evaluation Form provided by NRP PA (Consent to RCMP Applicant Psychological Suitability - available upon request);
- b) Perform Psychological Suitability Evaluations including but not limited to:
  - i) Request that the applicant complete the NRP pre-interview questionnaire to use to guide the semi-structured interview. This can be sent to the applicant ahead of the interview. The applicant must bring the completed pre-interview questionnaire with them to their interview. This document can be sent to the applicant via email;
  - ii) Review any supplemental information supplied by NRP; this could be information collected in regards to the applicant's psychological suitability that has been collected during another stage in the RCMP applicant recruiting process;
  - iii) Administer the MMPI-2-RF® (MMPI-3® when French version is available) and the Sixteen Personality Factors (16-PF®), using police candidate norms. Score and interpret prior to the semi-structured clinical interview;
  - iv) Interview applicant to determine suitability for policing as detailed in The Pre-employment Clinical Assessment of Police Candidates: Principles and Guidelines for Canadian Psychologists, April, 2013) <https://cpa.ca/docs/File/News/2013-07/Police%20assess%20guidelines%20April2013final.pdf> as well as the RCMP Guidelines for Psychologists assessing Regular Member police applicants;
  - v) Determine if the RCMP Regular Member police applicant will require additional psychological tests or other more specialized assessment to reach a conclusion about suitability for policing. Requirement for additional psychological tests must be discussed and pre-approved with the NRP psychologist or PA. These tests may include (for example) the MCMI-IV Millon Clinical Multiaxial Inventory-IV or the Multidimensional Aptitude Battery;
  - vi) Administer the required additional psychological test(s) upon pre-approval by the NRP psychologist or PA; and
  - vii) Complete the psychological suitability evaluation report as detailed in Section 6.2.
- c) Work in collaboration with the NRP psychologist as and when required to determine the psychological suitability of the RCMP Regular Member police applicants;
- d) Participate in virtual team meetings and discussions at the NRP PA request.

## **6.0 DELIVERABLES**

### **6.1 Scheduling and Coordinating request for Psychological Suitability Evaluations**

Within two (2) working days of receiving an email from the NRP PA, the Contractor must contact the applicant electronically or by phone to:

- a) Schedule the applicant for a psychological suitability evaluation in the specified location as detailed in the email from the NRP PA;
- b) Advise the applicant of the information that they will require in order to attend their psychological suitability evaluation, such as but not limited to time, location, documentation etc;
- c) If the applicant does not respond within three working days of the initial contact, the Contractor must advise the NRP PA by email.

### **6.2 Post Evaluation Documentation and Report**

Within 20 working days after receiving the email request from the NRP PA, the Contractor must send the following to the NRP PA via courier in a double sealed envelope:

- a) Original typed and signed Psychological Suitability Evaluation Report. Following the psychological suitability evaluation detailed in Section 5.2.2., the Contractor must provide a narrative report of the applicant's psychological suitability for policing which concludes that the applicant is either "Psychologically qualified for the position of RCMP General Duty Constable" or "Psychologically unqualified for the position of RCMP General Duty Constable". The narrative report will follow a standard format provided by the RCMP and integrate findings from all aspects of the evaluation.
- b) Original consent form signed by the RCMP Regular Member police applicant and signed as witness by the Clinical Psychologist conducting the psychological suitability evaluation; and
- c) Original Pre-interview questionnaire completed and signed by the RCMP Regular Member police applicant;
- d) Copy of raw test data; including but not limited to MMPI-2RF® (MMPI-3® when French version is available) and 16PF® (and any other additional tests pre-approved by NRP PA as indicated in section 5.2.2 b) v));

In the event of 6.1 c) the post evaluation documentation and report are not required; evaluation will resume once a new email request is resubmitted by the NRP PA.

### **6.3 Monthly Summary Report**

On the last workday of each month, provide a summary report to the PA in electronic format, including but not limited to, the following information:

- a) Applicant Identification Number (ID);
- b) The status of all testing being administered (booked, completed, cancelled),
- c) Request received date;
- d) Applicant contact date;

- e) Appointment date;
- f) Appointment completed dates;
- g) Cancellation/reschedule dates;
- h) Late cancellation dates;
- i) No show dates;
- j) Final recommendation (Qualified or Unqualified);
- k) Final rating score for each applicant;
- l) Psychological Suitability Evaluation Report date submitted to NRP PA;
- m) Hard copy file sent to NRP PA date;
- n) \*National and Provincial average processing times of the evaluation.

\*From the date the email request for a psychological evaluation is submitted by the NRP PA until the date the post-evaluation documentation is submitted by courier to the NRP PA.

The Contractor must prepare deliverables including reports to the NRP in English.

The Contractor must ensure that all deliverables submitted and services rendered are in conformity with the written instructions provided by the NRP PA as specified in the email request.

## **7.0 INFORMATION MANAGEMENT**

Upon completion of each Psychological Suitability Evaluation, a copy of all materials, as identified in section 6.2, must be immediately shipped to the NRP PA identified main holding location. The material must be shipped via courier in a double sealed envelope.

The Contractor must collect, store, handle, maintain and retain all materials, including test sheets, interview notes and reports, pertaining to RCMP Regular member applicants in a manner consistent with the standards set forth by their professional governing body (e.g. the College of Psychologists of Ontario) and the Canadian Code of Ethics for Psychologists. The Contractor must retain all testing materials for a minimum period of 15 years from the testing date.

After the retention period, with the consent of the project authority, all testing material must be destroyed as per standards set forth by their professional governing body.

## **8.0 LOCATION**

The Contractor must provide Psychological suitability evaluations in the following cities:

1. Edmonton, AB
2. Calgary, AB
3. Grande Prairie, AB or Prince George, BC
4. Vancouver, BC
5. Kelowna, BC
6. Winnipeg, MB
7. Fredericton, NB
8. St Johns, NFLD
9. Halifax, NS
10. National Capital Region (Ottawa, ON, Gatineau, QC)
11. Toronto, ON
12. Charlottetown, PEI
13. Montreal, QC
14. Quebec, QC
15. Regina, SK

The specific location of work will be specified in the NRP PA email request.

## **9.0 TRAVEL AND LIVING**

The Senior Clinical Psychologist may be required to travel to attend meetings with the NRP PA.

- a) The requirement for any travel and trip report (content and format) will be identified by the NRP PA. All travel will require prior written approval of the NRP PA or the authorized representative, in accordance with the basis of payment. ;
- b) If required by the NRP PA, the Contractor resource must prepare a trip report and provide it to the NRP PA, for review and approval, no later than 5 working days after return from the trip.

## **10.0 LANGUAGE REQUIREMENTS**

Canada must respect the Official Languages Act. Testing and interviews language requirements may vary from location to location and applicant to applicant Thus all the services provides to RCMP Regular Member police applicants must be offered in both official languages (English and French). Testing, interviews and feedback must be provided in the applicant's preferred official language.

The required language of the Psychological Suitability Evaluation will be defined in the NRP PA email request.

The Clinical Psychologists and the Senior Clinical Psychologist must be fluent in English or French for written and oral communication.

Should Canada determine that one of the resources does not meet the language requirement, the Contractor must immediately replace the psychologist at no additional cost to Canada.

## **11.0 CANCELLATION**

For the cancellation or rescheduling of appointments;

- a) The RCMP may cancel or reschedule an appointment without incurring a fee by giving a written notice to the Contractor by e-mail at least 48 hours prior to the scheduled appointment time;
- b) In the event that the RCMP cancels or re-schedules an appointment within 48 hours prior to the scheduled appointment time, the Contractor will be paid 50% of the fee for this appointment in accordance with Annex B - Basis of Payment;
- c) In the event that the RCMP cancels or re-schedules an appointment on the day of or during the appointment time, the Contractor will be paid the full fee for this appointment in accordance with Annex B - Basis of Payment; or
- d) If the RCMP has to cancel an appointment due to an unforeseeable or uncontrollable event such as a lockdown, strike, a public health crisis (e.g. pandemic), a power or a technical failure, etc. no charge will be applied regardless of when the notice was given to the Contractor.

## **12.0 SUPPORT PROVIDED BY THE RCMP:**

- a) Provide an email request containing: applicant name, contact information, location, language of work and expected time-lines for the completion of the psychological suitability evaluations;

- b) Notify the Contractor and provide the name of the applicant when the evaluations need to be postponed or stopped;
- c) Provide consultation to all Contractor's resources to ensure standardization of evaluation procedures, documentation and decision-making;
- d) Consult with the Contractor on matters where a psychological or other relevant issue with the applicant has been identified;
- e) Provide on-going feedback to the Contractor on the quality of the clinical work; and
- f) Participate in teleconferences as required to discuss clinical and administrative matters that emerge.

### **13.0 CONSTRAINTS**

If an applicant requests accommodations for any portions of the testing and or/ assessment the Contractor will notify the NRP PA and the request will be evaluated on a case-by-case basis.

### **14.0 MEETINGS**

#### **14.1 Contract Start-up-meeting**

It is expected that a start-up meeting will be organized between the Contracting Authority, the NRP PA and the Contractor's Representative to discuss, among other things, the contractual roles and responsibilities, tasks and deliverables. This meeting will take place in the office of the NRP PA or by teleconference.

#### **14.2 Case Meetings**

The Psychologists must participate in case teleconference with NRP to discuss emerging issues and related items on and as and when needed basis.

A contractor representative must participate in teleconferences with NRP to discuss administrative issues and related items on and as and when needed basis.

#### **14.3 Quarterly Meeting**

Following the start-up meeting, the Contractor and the NRP PA will meet on a quarterly basis, or on an as and when needed basis.

### **15.0 MINIMUM MANDATORY REQUIREMENTS**

#### **15.1 The Senior Clinical Psychologist must meet the following Minimum Mandatory Criteria:**

- a) Must be licensed in and able to practice without any restrictions (i.e. be in good standing) in the province of practice.
- b) Must have a minimum of 60 months (equivalent to (5) years') of experience within the last 10 years performing and/or supervising psychological suitability assessments.

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These psychological assessments must meet each of the following requirements:

- i. Assessment of psychological suitability for policing;
  - ii. Assessment of psychological suitability for at least one high-risk occupation other than policing. Acceptable examples of high-risk occupations include but are not limited to; military, first responders, correctional officers and armed border agents;
  - iii. Assessment of psychological suitability against a set of validated job competencies/ dimensions via interview (semi-structured or structured); and
  - iv. Assessment of psychological suitability using the Minnesota Multiphasic Personality Inventory-2 (MMPI-2®) or Minnesota Multiphasic Personality Inventory-2 Restructured Form (MMPI-2-RF®) and The Sixteen Personality Factors (16-PF®) or other similar tests of normal personality traits (NEO, etc.).
- c) Must have a minimum of 36 months (equivalent to (3) years') of experience within the last 20 years performing psychological assessments that demonstrate expertise interpreting personality tests and thorough understanding of the challenges and psychological issues of high-risk occupations.

The psychological assessments must meet all of these requirements:

- i. Assessments of police officers and/or other members of high-risk occupations. Acceptable examples of high-risk occupations include but are not limited to; military, first responders, correctional officers and armed border agents. The purpose of these assessments could be, for example; evaluation of psychological fitness- for-duty, return to work or diagnostic assessment of operational stress symptoms; and
- ii. Psychological assessments using a range of standardized psychological tests of normal personality and abnormal personality and/or cognitive ability. Examples: MMPI, 16-PF, Personality Assessment Inventory (PAI®), NEO, Millon Clinical Multiaxial Inventory (MCMI®), intelligence/cognitive tests, self-reports, substance use scales.

**15.2 Each Clinical Psychologist must meet the following Minimum Mandatory Criteria:**

- a) Must be licensed in and able to practice without any restrictions (i.e. be in good standing) in the province of practice;
- b) Must have performed a minimum of 25 psychological assessments, within the last 5 years, of members of high-risk occupations. Acceptable examples of high-risk occupations include but are not limited to: police officers, military, first responders, correctional officers and armed border agents.
- c) Must have the following experience:
  - i. A minimum of 24 months (equivalent of two (2) years) of experience performing psychodiagnostic assessments of adults in a clinical setting using Diagnostic and Statistical Manual of Mental Disorders (DSM) criteria;

**OR**

- ii. A minimum of 24 months (equivalent of 2 years) of experience performing psychological suitability assessments of members of high- risk occupations. Acceptable examples of high-risk occupations include but are not limited to: police officers, military, first responders, correctional officers and armed border agents;

**AND**

- iii. A minimum of 36 months (equivalent of three (3) years) of experience using the MMPI-2 or MMPI-2-RF in psychodiagnostic or clinical psychological suitability assessment.

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## ANNEX B

### BASIS OF PAYMENT

#### 1.0 Initial period of the Contract

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

##### 1.1 Psychological Suitability Evaluation

During the Initial Contract Period, the Contractor will be paid a Firm All-inclusive Price as follows:

Firm All-inclusive Price – Initial Contract Period (1 year)		
No.	Item	Firm All-inclusive Price
1.1	Psychological Suitability Evaluation	<i>(To be inserted at Contract Award)</i>

##### 1.2 Additional Psychological Testing

During the Initial Contract Period, the Contractor will be paid a Firm All-inclusive Price as follows:

Firm All-inclusive Price – Initial Contract Period (1 year)		
No.	Item	Firm All-inclusive Price
1.2.1	Multidimensional Aptitude Battery – II (MAB)	<i>(To be inserted at Contract Award)</i>
1.2.2	Millon Clinical Multiaxial Inventory – IV (MCMI-IV)	<i>(To be inserted at Contract Award)</i>
1.2.3	Personality Assessment Inventory (Trade Mark) (PAI)	<i>(To be inserted at Contract Award)</i>

#### 2.0 Option to extend the term of the Contract

This section is only applicable if the option to extend the Contract is exercised by Canada.

During the extended periods of the Contract specified below, the Contractor will be paid as specified below to perform all the Work in relation to the Contract extension.

##### 2.1 Psychological Suitability Evaluation

During the extended periods of the Contract, the Contractor will be paid a Firm All-inclusive Price as follows:

Firm All-inclusive Price – Option Periods					
No.	Item	Option Period 1	Option Period 2	Option Period 3	Option Period 4
		Firm All-Inclusive Price	Firm All-Inclusive Price	Firm All-Inclusive Price	Firm All-Inclusive Price
2.1	Psychological Suitability Evaluation	<i>(To be inserted at Contract Award)</i>			

## 2.2 Additional Psychological Testing

During the extended periods of the Contract, the Contractor will be paid a Firm All-inclusive Per Diem Rate as follows:

Firm All-inclusive Price – Option Periods					
No.	Item	Option Period 1	Option Period 2	Option Period 3	Option Period 4
		Firm All-Inclusive Price	Firm All-Inclusive Price	Firm All-Inclusive Price	Firm All-Inclusive Price
2.2.1	Multidimensional Aptitude Battery – II (MAB)	<i>(To be inserted at Contract Award)</i>			
2.2.2	Millon Clinical Multiaxial Inventory – IV (MCMI-IV)	<i>(To be inserted at Contract Award)</i>			
2.2.3	Personality Assessment Inventory (Trade Mark) (PAI)	<i>(To be inserted at Contract Award)</i>			

## 3. Cost Reimbursable Expenses

### 3.1 Task Authorization - Authorized travel and living expenses for Work

For the requirements relative to travel for the Senior Psychologist described in section 9.0 in the Statement of Work in Annex A, 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 administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the [National Joint Council Travel Directive](#); and with the other provisions of the directive referring to "travelers", rather than those referring to "employees".

Canada will not accept travel and living expenses that may need to be incurred by the Contractor for any relocation of resources required to satisfy its contractual obligations.

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

The authorized travel and living expenses will be paid upon submission of an itemized statement supported by receipt vouchers. All payments are subject to government audit.

Total Estimated Cost of Authorized Travel and Living Expenses: \$\_\_\_\_\_ *(To be inserted at Contract Award)*

ANNEX C

SECURITY REQUIREMENTS CHECK LIST (SRCL)



Contract Number / Numéro du contrat M7594206333/ 202006333
Security Classification / Classification de sécurité

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	RCMP	2. Branch or Directorate / Direction générale ou Direction National Recruiting Program
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 Psychological services to administer and interpret psychological testing.		
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 <input type="checkbox"/> Yes	<input type="checkbox"/> Non <input type="checkbox"/> 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 <input type="checkbox"/> Yes	<input type="checkbox"/> Non <input type="checkbox"/> 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 <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Non <input checked="" type="checkbox"/> 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 <input type="checkbox"/> Yes	<input type="checkbox"/> Non <input type="checkbox"/> 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 <input type="checkbox"/> Yes	<input type="checkbox"/> Non <input type="checkbox"/> Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
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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  Yes  
Non Oui  
If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité: \_\_\_\_\_

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  No  Yes  
Non Oui  
Short Title(s) of material / Titre(s) abrégé(s) du matériel: \_\_\_\_\_  
Document Number / Numéro du document: \_\_\_\_\_

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

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

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

Special comments:  
Commentaires spéciaux: ERS- FOR CONTRACTORS- for the contracted company who will be coordinating the overall project with the R

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

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

**PRODUCTION**

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

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
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  Yes  
Non 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  Yes  
Non 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 / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Renseignements / Biens		✓														
Production																
IT Media / Support TI																
IT Link / Lien électronique																

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

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

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

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

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Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.  
  
File No. - N° du dossier

Buyer ID - Id de l'acheteur  
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CCC No./N° CCC - FMS No./N° VME



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PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
<b>13. Organization Project Authority / Chargé de projet de l'organisme</b>			
Name (print) - Nom (en lettres moulées) Thomas Turnbull		Title - Titre Manager, Recruiting Health Services	Signature Turnbull,Tom,000181160 <small>Digitally signed by Turnbull,Tom,000181160 Date: 2020.11.20 09:13:24 -05'00'</small>
Telephone No. - N° de téléphone 613-843-6496	Facsimile No. - N° de télécopieur 613-825-1906	E-mail address - Adresse courriel thomas.turnbull@rcmp-grc.gc.ca	Date 2020/11/20
<b>14. Organization Security Authority / Responsable de la sécurité de l'organisme</b>			
Name (print) - Nom (en lettres moulées) Glenna Burke		Title - Titre National Security & Contracting Coord	Signature Burke,Glenna Louise,000207929 <small>Digitally signed by Burke,Glenna Louise,000207929 Date: 2020.11.19 09:07:10 -05'00'</small>
Telephone No. - N° de téléphone 613-843-5938	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel glenna.burke@rcmp-grc.gc.ca	Date 2020/11/19
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
<b>16. Procurement Officer / Agent d'approvisionnement</b>			
Name Marie-Claude Lépage Supply Specialist, Acquisitions Branch Public Services and Procurement Canada (PSPC)/ Government of Canada		Signature	
Tel Marie-claude.lepage@pwgsc-tpsgc.gc.ca / Tel : 613-858-8637		E-mail address - Adresse courriel	Date
Ali Mussa (M) Contract Security Officer Ali.Mussa@tpsgc-pwgsc.gc.ca		Title Contract Security Officer	Signature Mussa, Ali <small>Digitally signed by Mussa, Ali Date: 2020.12.14 16:59:27 -05'00'</small>
E-mail address - Adresse courriel		Date	

Solicitation No. - N° de l'invitation  
M7594-206333/A  
Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.  
File No. - N° du dossier

Buyer ID - Id de l'acheteur  
144ZH  
CCC No./N° CCC - FMS No./N° VME

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## ANNEX D

### RCMP Security Guide

RCMP Departmental Security Branch – Physical Security  
Physical Security Requirements – RCMP National Recruiting Medical/ Psychological #202006332/333  
2020-11-16



# SRCL Security Guide

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RCMP National Recruiting  
Medical / Psychological

Prepared by:  
Departmental Security Branch  
Royal Canadian Mounted Police

Date: November 16, 2020

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## BACKGROUND / APPLICATION

The security requirements of this guide are intended primarily for the contracted company who will be coordinating the overall project with the RCMP and medical / psychological professionals. With regards to the health care practitioners (medical and psychological) who will be dealing directly with applicants the security of information requirements are governed by respective professional code of ethics and regulations unless noted otherwise in this document.

RCMP security clearances will only be required for employees from the primary contracted company who will be coordinating the overall project. RCMP security clearances will not be required for the health care practitioners (medical and psychological) governed by respective professional code of ethics and regulations.

## GENERAL SECURITY REQUIREMENTS

All contractors employed on this contract must support the RCMP's security environment by complying with the directives described in this document.

1. All Protected information (hard copy documentation) or other sensitive assets for which the RCMP is responsible will be shared with the contractor through pre-approved processes.
2. The information disclosed by the RCMP will be administered, maintained, and disposed of in accordance with the Contract. At minimum the contractor must follow the Policy on Government Security.
3. The contractor will promptly notify the RCMP of any unauthorized use or disclosure of the information exchanged under this contract and will furnish the RCMP with details of the unauthorized use or disclosure. (i.e. loss of sensitive information, accidental or deliberate.)
4. Photography is not permitted. If photos are required, please contact the Contract Authority and Departmental Security Section.
5. The use of personal property, e.g. desktop peripherals, communication devices, portable storage media such as USB sticks, in conjunction with RCMP technology is prohibited
6. The contractor is not permitted to disclose sensitive information provided by the RCMP, to any sub-contractors, without those individuals having the proper RCMP security level required to access the protected information or without prior approval from the RCMP.
7. The RCMP's Departmental Security Section (DSS) reserves the right to:
  - Conduct inspections of the contractor's facility and systems (including server scans) and to provide recommendations on mandatory safeguards (safeguards as specified in this document and possibly additional site specific safeguards). Inspections may be performed prior to sensitive information being shared and/or as required (i.e. if the contractor's work location relocates). The intent of the inspection is to ensure the quality of security safeguards.
  - Request photographic and written documentation / verification of the security safeguards. Photographs may be requested prior to sensitive information being shared and/or as required (i.e. if the contractor's work location relocates). The intent of the photographs is to ensure the quality of security safeguards.
  - Provide guidance on mandatory safeguards (safeguards as specified in this document and possibly additional site specific safeguards).

8. To ensure Canada's sovereign control over its data, all Protected or Classified information / data (Protected and Classified) under government control will be stored on servers that reside in Canada. All information / data in transit will be appropriately encrypted.

**Information Management and Responsibilities:**

- Handle all information received in confidence and take all required and necessary measures to preserve its confidentiality, integrity and availability and safeguard the information against accidental or unauthorized access, use or disclosure;
- Access to PROTECTED information and assets must be limited to persons who hold a valid RCMP Reliability Status and who have a "need-to-know". Precautions must be taken to ensure that un-cleared persons and those who do not have a need to know who may be in the proximity of information and assets, do not gain access to this information and assets either through physical access or visual oversight;
- Do not disseminate any information received or generated as part of this contract to any third party without the prior written consent of the RCMP except as required by law;
- Immediately notify the RCMP if a request is received under the *Privacy Act*, the *Access to Information Act* or other lawful authority, for information related to this contract. If requested, the contractor will endeavor to protect the information from disclosure to the extent permitted by law;
- Return to the RCMP any information that should not have been provided to it.

**Security Assessment:**

- Participants are jointly responsible for conducting a Security Assessment (where required by RCMP DSS) at all physical sites where processing and/or storage (hardcopy / electronic) will take place as part of this contract. This must be done in order to assess whether the required administrative, technical and physical safeguards to ensure privacy, confidentiality and integrity and availability of the information can be implemented and any revisions to the requirements based on site conditions are identified and implemented. Prior to any work being conducted as part of this contract the assessment must be agreed to and signed off by both parties.

**Marking Information:**

Organizations are required to implement the following procedures for marking information:

- For PROTECTED information, mark the word "PROTECTED" in the upper right corner of the face of the document and where required, with the letter "A" or "B" to indicate the level of safeguarding;
- Mark covering or transmittal letters or forms or circulation slips to show the highest level of classification or protection of the attachments;
- Mark all materials used in preparing PROTECTED information. Such material includes notes, drafts, carbon copies and photocopies;
- The letters used in marking should be larger than those used in the text of the document; and
- Charts, maps, drawings, etc. shall be prominently marked near the margin or title block in such manner that the marking is clearly visible when the document is folded.

**Transport / Transmittal:**

**Note: This section applies to the health care practitioners (medical and psychological) as well as the primary contractor.**

The physical exchange of sensitive information must follow the Contract. When a delivery service is used, it must offer proof of mailing, a record while in transit and of delivery.

Transport	Transport: to transfer sensitive information and assets from one person or place to another by someone with a need to know the information or need to access the asset.
Transmittal	Transmit: to transfer sensitive information and assets from one person or place to another by someone without a need to know the information or need to access the asset.

It is crucial to keep sensitive information secure when sending it to someone else. Sensitive information is released on a need-to-know basis only to recipients cleared for the security level.

The security of PROTECTED information and assets during transmission depends on:

- Proper packaging;
- Record while in transit;
- Record of delivery; and
- Transmission by an approved postal service or security-cleared courier.
- For Transport of Protected "B" information (travel to/from neutral locations for meetings and/or interviews): In place of a single envelope, a briefcase or other container of equal or greater strength may be used. Double envelope/wrap to protect fragile contents or to keep bulky, heavy or large parcels intact.
- For Transmittal of Protected "B" information (Canada Post or registered courier): Address in a nonspecific manner. Add "To Be Opened Only By" because of the need-to-know or need-to-access principles when warranted.

#### Reproduction:

**Note: This section applies to the health care practitioners (medical and psychological) as well as the primary contractor.**

Reproductions of PROTECTED information must be marked in the same manner as the originals. Special precautions must be taken with the use of photocopy machines and photocopy machines dedicated to this contract must be provided. Notices concerning the proper procedures for reproduction of information shall be placed in an obvious place close to each machine. Care should be taken to ensure that original documents are not left in the machine, and all copies, including waste, are removed. At the end of the contract or when photocopy machines or hard drives are replaced all drives must be given to the RCMP.

#### Destruction:

**Note: This section applies to the health care practitioners (medical and psychological) as well as the primary contractor.**

The method chosen to destroy sensitive information depends on the level of sensitivity. When a paper or digital file has more than one classification or level of protection, choose the method of destruction for the highest level of sensitivity.

- Unless otherwise specified, PROTECTED A and B, of Canadian origin, may be destroyed by the organization with the approval of the RCMP.
- PROTECTED information and assets which have been authorized for destruction must be disposed of in accordance with the following:
  - It must be destroyed only by approved destruction equipment, or at a facility authorized by the RCMP;
  - Information awaiting destruction or in transit to destruction must be safeguarded in the manner prescribed for the most highly PROTECTED information asset involved;

- 
- PROTECTED information/assets awaiting destruction must be kept separate from other information/assets awaiting destruction;
  - An employee with a RCMP Reliability Status (RRS) must be present to monitor the destruction of PROTECTED information; and
  - Surplus copies, and waste that could reveal PROTECTED information must be protected to the appropriate level and should be promptly destroyed.

#### **Verbal and Message Communication:**

**Note: This section applies to the health care practitioners (medical and psychological) as well as the primary contractor.**

If information needs to be electronically transmitted (i.e. via e-mail), refer also to the IT Security Systems Section:

- PROTECTED information cannot be transmitted without RCMP approved encryption.
- Unprotected telephones or facsimiles are not to be used to communicate PROTECTED B or PROTECTED C information.
- When discussing PROTECTED information, be aware of your surroundings as there could be someone without the “need-to-know” in in close proximity.

#### **Security Incidents:**

**Note: This section applies to the health care practitioners (medical and psychological) as well as the primary contractor.**

The contractor must immediately report any security incident to the RCMP as well as conduct a preliminary inquiry into the incident to determine all of the circumstances, including:

- What, where and when did the incident occur?
- Who reported it, to whom, and when?
- What information or asset was involved (in detail)?
- What was the security marking and description of the information or asset involved?
- Who originated the information or asset?
- When, for how long, and under what circumstances was the information or asset vulnerable to unauthorized disclosure, and to whom?
- What actions were taken to secure the information or asset and limit the damage?
- Is any information or asset lost or unaccounted for?

#### **PHYSICAL SECURITY REQUIREMENTS**

**Zoning:** Refer also to Appendix A for information on the Security Zone concept.

- The RCMP National Recruiting Program (Medical / Psychological) must be located in a clearly defined office area (refer to Information Processing Area and Information Storage Area sections) with controlled access.
- The storage of hardcopy files must be located within and accessed from the defined office area for the contractors RCMP National Recruiting Program;
- The electronic storage of files must either be located on servers within the contractors RCMP National Recruiting Program area or located within the contractors dedicated server room.
- Access to the information processing area (general office) must be from a secured area with restricted access.

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### Information Processing Area (General Office):

Special care must be taken to safeguard against disclosure or unauthorized access when PROTECTED information and assets are removed from approved storage containers or file storage room:

- General:
  - Do not leave PROTECTED information and assets unattended; and
  - Ensure that PROTECTED information and assets cannot be viewed, or discussion of it overheard, by persons not possessing the proper security clearance and need-to-know.
- Perimeter Walls and Doors:
  - The contractors RCMP National Recruiting Program office area must have a clearly defined perimeter (walls and doors)
- Access control, Intrusion Detection and Monitoring:
  - The contractors RCMP National Recruiting Program office area must be equipped with an alarm system that provides 24/7 monitoring, includes full coverage motion sensors in the office area, door contacts at all perimeter doors.

### Information Storage (Hard Copy and Electronic) Area:

- General:
  - Access to program files must be restricted those employees working in the contractors RCMP National Recruiting Program office area and having the proper security clearance and need-to-know;
  - The storage of hardcopy files must meet the Government of Canada "Lock-up" provisions and files must be stored within the contractors RCMP National Recruiting Program office area, with access restricted to those who have the proper security clearance and a need to know.

### ADDITIONAL SECURITY REFERENCES

Refer also to IT and Personnel Security sections for additional security requirements.

#### Personal Security Requirements

#### RCMP Enhanced Reliability Status (ERS)

For contractors who require access to RCMP protected information, systems, assets and/or facilities. In this scenario, the RCMP wishes to conduct all checks required for obtaining an ERS. For PWGSC procurement purposes, this should be identified in the contractual documents.

*Contractor personnel must submit to verification by the RCMP, prior to being granted access to Protected or Classified information, systems, assets and/or facilities. The RCMP reserves the right to deny access to any of the above to any contractor personnel, at any time.*

When the RCMP identifies a requirement for ERS or a security clearance; the successful Bidder, Contractor will submit the following to the RCMP:

1. Form TBS 330-23
2. Form TBS 330-60
3. Form 1020 (Security Interview)
4. Two pieces of photo identification (Birth Certificate and Driver's licence)
5. Two sets of fingerprints
6. Working Visa (where applicable)
7. Two passport photographs
8. Security Interview

The RCMP:

Solicitation No. - N° de l'invitation  
M7594-206333/A  
Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.  
File No. - N° du dossier

Buyer ID - Id de l'acheteur  
144ZH  
CCC No./N° CCC - FMS No./N° VME

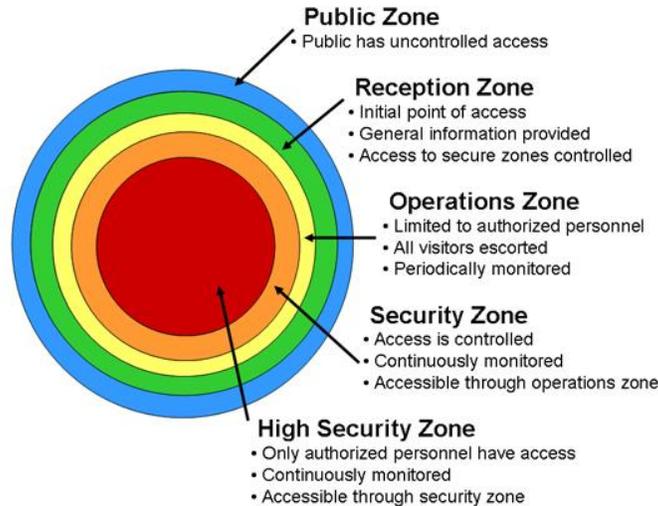
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1. will conduct personnel security screening checks above the Policy on Government Security requirements
2. is responsible for escorting requirements on its facilities or sites
3. will security screen any Key Senior Officials (KSOs) identified by CISD (requirement for Classified information)

## **Appendix A – Security Zone Concept**

The *Government Security Policy (Section 10.8 - Access Limitations)* stipulates that “departments must limit access to classified and protected information and other assets to those individuals who have a need to know the information and who have the appropriate security screening level”.

The *Operational Security Standard on Physical Security (Section 6.2 - Hierarchy of Zones)* states that “departments must ensure that access to and safeguards for protected and classified assets are based on a clearly discernable hierarchy of zones”.



**Public Zone** is where the public has unimpeded access and generally surrounds or forms part of a government facility. Examples: the grounds surrounding a building, or public corridors and elevator lobbies in multiple occupancy buildings.

**Reception Zone** is where the transition from a public zone to a restricted-access area is demarcated and controlled. It is typically located at the entry to the facility where initial contact between visitors and the department occurs; this can include such spaces as places where services are provided and information is exchanged. Access by visitors may be limited to specific times of the day or for specific reasons.

**Operations Zone** is an area where access is limited to personnel who work there and to properly-escorted visitors; it must be indicated by a recognizable perimeter and monitored periodically. Examples: typical open office space, or typical electrical room.

**Security Zone** is an area to which access is limited to authorized personnel and to authorized and properly-escorted visitors; it must be indicated by a recognizable perimeter and monitored continuously, i.e., 24 hours a day and 7 days a week. Example: an area where secret information is processed or stored.

**High Security Zone** is an area to which access is limited to authorized, appropriately-screened personnel and authorized and properly-escorted visitors; it must be indicated by a perimeter built to the specifications recommended in the TRA, monitored continuously, i.e., 24 hours a day and 7 days a week and be an area to which details of access are recorded and audited. Example: an area where high-value assets are handled by selected personnel.

Access to the zones should be based on the concept of "need to know" and restricting access to protect employees and valuable assets. Refer to [RCMP Guide G1-026, Guide to the Application of Physical Security Zones](#) for more detailed information.

**ANNEX E**

**TASK AUTHORIZATION FORM PWGSC-TPSGC 572**

Clear Data - Effacer les données
Instructions - Page 1
Instructions - Page 2

	Public Works and Government Services Canada Travaux publics et Services gouvernementaux Canada	Annex Annexe _____
<b>Task Authorization Autorisation de tâche</b>		Contract Number - Numéro du contrat
Contractor's Name and Address - Nom et l'adresse de l'entrepreneur		Task Authorization (TA) No. - N° de l'autorisation de tâche (AT)
		Title of the task, if applicable - Titre de la tâche, s'il y a lieu
		Total Estimated Cost of Task (Applicable taxes extra) Coût total estimatif de la tâche (Taxes applicables en sus) \$
<p><b>Security Requirements: This task includes security requirements</b> Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité</p> <p><input type="checkbox"/> No - Non    <input type="checkbox"/> Yes - Oui    If YES, refer to the Security Requirements Checklist (SRCL) included in the Contract. Si OUI, voir la Liste de vérification des exigences relative à la sécurité (LVERS) dans le contrat.</p>		
<b>For Revision only - Aux fins de révision seulement</b>		
TA Revision Number, if applicable Numéro de révision de l'AT, s'il y a lieu	Total Estimated Cost of Task (Applicable taxes extra) before the revision Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision \$	Increase or Decrease (Applicable taxes extra), as applicable Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu \$
<b>Start of the Work for a TA : Work cannot commence until a TA has been authorized in accordance with the conditions of the contract.</b>		<b>Début des travaux pour l'AT : Les travaux ne peuvent pas commencer avant que l'AT soit autorisée conformément au contrat.</b>
<b>1. Required Work: - Travaux requis :</b>		
A. Task Description of the Work required - Description de tâche des travaux requis		See Attached - O-joint <input type="checkbox"/>
B. Basis of Payment - Base de paiement		See Attached - O-joint <input type="checkbox"/>
C. Cost of Task - Coût de la tâche		See Attached - O-joint <input type="checkbox"/>
D. Method of Payment - Méthode de paiement		See Attached - O-joint <input type="checkbox"/>

PWGSC - TPSGC 572 (2014-04)

Annex  
Annexe \_\_\_\_\_

Contract Number - Numéro du contrat

## 2. Authorization(s) - Autorisation(s)

By signing this TA, the authorized client and (or) the PWGSC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the contract.

En apposant sa signature sur l'AT, le client autorisé et (ou) l'autorité contractante de TPSGC atteste(nt) que le contenu de cette AT respecte les conditions du contrat.

The client's authorization limit is identified in the contract. When the value of a TA and its revisions is in excess of this limit, the TA must be forwarded to the PWGSC Contracting Authority for authorization.

La limite d'autorisation du client est précisée dans le contrat. Lorsque la valeur de l'AT et ses révisions dépasse cette limite, l'AT doit être transmise à l'autorité contractante de TPSGC pour autorisation.

\_\_\_\_\_  
Name and title of authorized client - Nom et titre du client autorisé à signer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
PWGSC Contracting Authority - Autorité contractante de TPSGC

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## 3. Contractor's Signature - Signature de l'entrepreneur

\_\_\_\_\_  
Name and title of individual authorized - to sign for the Contractor  
Nom et titre de la personne autorisée à signer au nom de l'entrepreneur

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Solicitation No. - N° de l'invitation  
M7594-206333/A  
Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.  
File No. - N° du dossier

Buyer ID - Id de l'acheteur  
144ZH  
CCC No./N° CCC - FMS No./N° VME

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**ANNEX F**

**SAMPLE MS OFFICE EXCEL SPREADSHEET  
FOR PERIODIC USAGE REPORTS - CONTRACTS WITH TAS**

See attached Sample MS Office Excel Spreadsheet for Periodic Usage Reports - Contracts with TAs.

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## ANNEX G

### Insurance Requirements

#### G2001C - Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - g) Employees and, if applicable, Volunteers must be included as Additional Insured.
  - h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - j) Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
  - k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
  - l) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
  - m) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
  - n) Advertising Injury: While not limited to, the endorsement must include coverage piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.
  - o) All Risks Tenants Legal Liability - to protect the Contractor for liabilities arising out of its occupancy of leased premises.
  - p) Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

**For the province of Quebec, send to:**

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

**For other provinces and territories, send to:**

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

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