



**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

Title - Sujet Medical Screening Évaluation médicale	
Solicitation No. - N° de l'invitation M7594-206332/A	Date 2021-01-28
Client Reference No. - N° de référence du client M7594-206332	
GETS Reference No. - N° de référence de SEAG PW-\$\$ZH-134-38985	
File No. - N° de dossier 134zh.M7594-206332	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Eastern Standard Time EST on - le 2021-03-08 Heure Normale du l'Est HNE	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Pengelly, David	Buyer Id - Id de l'acheteur 134zh
Telephone No. - N° de téléphone (343) 552-5193 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: 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

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

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TITLE

Bid solicitation # M7594-206332 for the provision of the following professional services: Medical Evaluation of Royal Canadian Mounted Police (RCMP) Regular Member Applicants.

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 Pricing Schedule, Technical Criteria, Additional Certifications Precedent to Contract Award and RCMP Security requirements.

The Annexes include the Statement of Work, Basis of Payment, Security Requirements Check List, and Task Authorization Form.

1.2 Summary

- a) The Royal Canadian Mounted Police (RCMP) has a requirement for a Contractor to provide the National Recruiting Health Services (NRHS), a program within the RCMP, with occupational health evaluation services of RCMP Regular Member police applicants across Canada, in French and in English, in accordance with generally accepted professional standards for assessing fitness for duty of police applicants.
- b) The period of the Contract is from date of Contract for a period of 12 months, with the irrevocable options to extend the term by up to 4 additional one year periods under the same conditions of the Contract.

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c) The medical 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

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

1.2.2 Trade Agreements

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

1.2.3 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.

1.2.4 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. 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: tpsdc.dgareceptiondessaoumissions-abbidreceiving.pwgsc@tpsdc-pwgsc.gc.ca.

1.2.5 Phased Bid Compliance Process (PBCP)

The Phased Bid Compliance Process applies to this requirement.

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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.

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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 4 of Section 05, Submission of Bids, of Standard Instructions 2003 incorporated by reference above, is amended as follows:

Delete: 60 days

Insert: 90 calendar 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. **Interested Bidders must register a few days prior to solicitation closing date.**

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, 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.

- (b) 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 in writing before contract award for each question below, the answer and, as applicable, the information required.

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If the Contracting Authority has not received the answer to the question and, as applicable, the information required by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the answer and, as applicable, the information required. 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

- 2.6.1 Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- 2.6.2 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:
 - a. Office of the Procurement Ombudsman (OPO)
 - b. Canadian International Trade Tribunal (CITT)
- 2.6.3 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

- (i) 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.
- (ii) The bid must be gathered per section and separated as follows:
 - (A) Section I: Technical Bid
 - (B) Section II: Financial Bid
 - (C) Section III: Certifications
 - (D) Section IV: Additional Information
- (iii) Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.
- (iv) For further information please refer to article 08 - Transmission by facsimile or by epost Connect at <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2003/23#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."

Section II: Financial Bid

- A. Bidders must submit their financial bid in Canadian funds and in accordance with the pricing schedule detailed in Attachment 1 to Part 3. (See attached)
- B. Bidders must submit their rate FOB destination; Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.

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C. When preparing their financial bid, Bidders should review clause 4.1.2, Financial Evaluation, of Part 4 of the bid solicitation; and article 7.6, Payment, of Part 7 of the bid solicitation.

Section III: Certifications

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

Section IV: Additional Information

In Section IV of their bid, bidders should provide:

1. their legal name;
2. their Procurement Business Number (PBN);
3. the name of the contact person (provide also this person's mailing address, phone and facsimile numbers and email address) authorized by the Bidder to enter into communications with Canada with regards to their bid, and any contract that may result from their bid;
4. for Part 2, article 2.3, Former Public Servant, of the bid solicitation: the required answer to each question; and, if the answer is yes, the required information;
5. for Part 6, article 6.1, Security Requirement, of the bid solicitation:
 - a) for each individual who will require access to classified or protected information, assets or sensitive work sites:
 - 1) the name of the individual;
 - 2) the date of birth of the individual; and
 - 3) if available, information confirming the individual meets the security requirement as indicated in Part 7 - Resulting Contract Clauses;

and

- b) for each proposed location of work performance or document safeguarding, the address containing the information below.

Address:

Street Number / Street Name, Unit / Suite / Apartment Number

City, Province, Territory / State

Postal Code / Zip Code

Country

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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 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.

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PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical evaluation criteria.

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 (2018-05-28) 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).

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- (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 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.

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- (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 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

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maintenance 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.

4.1.2.2 Mandatory Technical Criteria

Refer to Attachment 1 to Part 4.

The Phased Bid Compliance Process will apply to all mandatory technical criteria

4.1.3 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”

4.2.1.1 A bid must comply with the requirements of the bid solicitation and meet all mandatory evaluation criteria to be declared responsive.

4.2.1.2 The responsive bid with the lowest evaluated price will be recommended for award of a contract.

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ATTACHMENT 1 TO PART 4, TECHNICAL CRITERIA

Mandatory Technical Criteria

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

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

1.1 Mandatory Technical Evaluation Corporate Criteria

Item	Mandatory Technical Criteria	Instructions to Bidders
MT.1	<p>The Bidder must demonstrate it is currently operating a minimum of three (3) site clinics each providing Occupational Health services in the field of pre-employment medical testing or pre-employment medical assessments for a period of at least five (5) years from RFP bid closing date.</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 a minimum of one (1) of the following supporting documents for each site clinic:</p> <ul style="list-style-type: none"> • A copy of the business name Registration Certificate confirming the number of years the bidder has been in business; or • A copy of the Provincial or Territorial Business Corporation Registration Certificate confirming the number of years the Bidder has been in business; or • A copy of the Federal Business Incorporation Registration Certificate confirming the number of years the Bidder has been in business
MT.2	<p>The Bidder must provide Clinics to conduct health evaluation services in the following locations :</p> <ol style="list-style-type: none"> 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 	<p>The Bidder must demonstrate compliance by providing the following:</p> <p>a) For each proposed clinic in each location listed in the left column, the Bidder must provide the full legal name of each clinic location, firm or practice and it's full address (Civic Address, city, province)</p>

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Item	Mandatory Technical Criteria	Instructions to Bidders
	<p>10. National Capital Region (Ottawa, ON, Gatineau, QC) 11. Toronto, ON 12. Charlottetown, PEI 13. Montreal, QC 14. Quebec, QC 15. Regina, SK</p> <p>Canada reserves the right to request references to confirm the validity of the information provided.</p>	

1.2 Mandatory Technical Evaluation Resources Criteria

Item	Mandatory Technical Criteria	Instructions to Bidders
MT.3	<p>Physician (See Annex A-Statement of Work, section 4.2.2 Medical Evaluation Services)</p> <p>The Bidder must propose a minimum of one (1) licensed Physician to conduct health evaluation services in each of the clinic locations listed in MT.2</p> <p>The Bidder must demonstrate that each proposed Physician per location is 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>For each proposed Physicians the bidder must provide following:</p> <ul style="list-style-type: none"> a) For each location listed MT.2, the Bidder must provide the name of each individual and the location for which the resource is being proposed as the Physician; b) For each proposed Physician in (a) above, in each location, the Bidder must provide the following: <ul style="list-style-type: none"> i. The name and address of the proposed Physician's organization, firm or practice. c) The Individuals Registration Number with the regulatory body and proof of liability insurance
MT.4	<p>Physician (See Annex A-Statement of Work, section 4.2.2 Medical Evaluation Services)</p> <p>The Bidder must demonstrate that each proposed licensed Physician has a minimum of three (3) years (36 months) experience in the last ten (10) years, in the practice of occupational health medicine (i.e. workplace</p>	<p>The Bidder must demonstrate compliance by providing the following:</p> <p>For each proposed Physicians in MT.3, the bidder must provide an annotated resume (cross-referencing to the requirement) and the following:</p> <ul style="list-style-type: none"> 1. Name of the client organization(s);

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Item	Mandatory Technical Criteria	Instructions to Bidders
	<p>accommodation, disability management, fitness for duty, etc.).</p> <p>Canada reserves the right to request references to confirm the validity of the information provided.</p>	<ol style="list-style-type: none"> 2. Date of experience (month/year to month/year); and 3. A detailed description of the purpose and nature of the evaluations to demonstrate compliance
MT.5	<p>Physician (See Annex A-Statement of Work, section 4.2.2 Medical Evaluation Services)</p> <p>The Bidder must demonstrate that each proposed licensed Physician has a minimum six (6) months' experience (within the last 10 years) as a physician related to the conducting of health assessments of clients to determine fitness for work in high risk occupations and/or in high risk (fragile and conflict affected) environments.</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 proposed resource in MT.3, for each location the Bidder must provide an annotated resume (cross-referencing to the requirement) and the following:</p> <ol style="list-style-type: none"> 1. Name of the client organization(s); 2. Date of experience (month/year to month/year); and 3. A detailed description of the purpose and nature of the evaluations and the population(s) assessed to demonstrate compliance
MT.6	<p>Physician (See Annex A-Statement of Work, section 4.2.2 Medical Evaluation Services)</p> <p>The Bidder must demonstrate that each proposed Physician has performed a minimum of 25 medical evaluations similar to those described in the SOW within the last five (5) years from RFP bid closing date.</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 resource in MT.3, for each location, the Bidder must provide an annotated resume (cross-referencing to the requirement) and the following:</p> <ol style="list-style-type: none"> a) For the 25 medical evaluations (minimum), the Bidder must provide the following: <ol style="list-style-type: none"> 1. Name of the client organization(s); 2. Date of experience (month/year to month/year); and 3. A detailed description of the purpose and nature of the evaluations to demonstrate compliance

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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.

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 1 to Part 3 – Certifications and Additional Information.

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ATTACHMENT 1 TO PART 5, CERTIFICATIONS AND ADDITIONAL INFORMATION

(see attached)

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PART 6 – SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirement

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 requirement 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; and
- e. the Bidder must provide the address of each proposed site or premise of work performance and document safeguarding as follows:

Address:

Street Number / Street Name, Unit / Suite / Apartment Number

City, Province, Territory / State

Postal Code / Zip Code

Country

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.

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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

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

7.1.1 Optional Services

The Contractor grants to Canada the irrevocable option to acquire the services described at Annex A of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

7.1.2 Task Authorization

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

B. With respect to the Work mentioned under paragraph A of this clause,

1. 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;
2. the TA Authority and limit will be determined in accordance with paragraph C of this clause;
3. 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;
4. 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
5. the TA, inclusive of any revisions, will be authorized under the Contract through the use of Annex E. An authorized TA is a completed Annex E signed by the TA Authority.

C. TA Authority and Limit

The Project Authority may authorize individual TAs inclusive of any revisions up to a limit of \$_____ (*To be included at time of Contract award*), Applicable Taxes extra. Any TA the total value of which would

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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."

D. The authority specified under paragraph C of this clause is granted subject to the sum specified in the Contract under clause 7.6.2 (Canada's Total Liability, Cumulative Total of all authorized TAs) not being exceeded.

E. TA Process

For each task or revision of a previously authorized task, the Project Authority will provide the Contractor with a request to perform a task prepared using Annex E, Task Authorization Form, containing as a minimum:

- the task or revised task description of the Work required, including:
 - the details of the activities or revised activities to be performed;
 - a description of the deliverables or revised deliverables to be submitted; and
 - 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(s) of payment applicable to the task or revised task.

F. Within 10 calendar days of its receipt of the request, the Contractor must provide the Project Authority with a signed and dated response prepared and submitted using the TA form received from the Project Authority, containing as a minimum:

1. the total estimated cost proposed for performing the task or, as applicable, revised task;
2. a breakdown of that cost in accordance with Annex B;
3. and; for each resource proposed by the Contractor for the performance of the Work required who is not identified under the Specific Person (s) clause of the Contract :

the name of the proposed resource;
the resume of the proposed resource; and
a demonstration that the proposed resource meets :
the Contract security requirements; and
the minimum mandatory requirements set out in Annex A section 11 - resource qualifications

G. TA Authorization

1. The TA Authority will authorize the TA based on:
 - the request submitted to the Contractor pursuant to paragraph E of this clause;
 - the Contractor's response received, submitted pursuant to paragraph F of this clause; and
2. The TA Authority will authorize the TA provided that each resource proposed by the Contractor for the performance of the Work required meets all the requirements specified under paragraph G.3 of this clause.

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3. The authorized TA will be issued to the Contractor by email (as an email attachment in PDF format).

H. Minimum Work Guarantee - All the Work - Authorized TAs

1. "Maximum Contract Value" means the sum specified in Contract clause 7.6.2 (Canada's Total Liability, Cumulative Total of all authorized TAs; and "Minimum Contract Value" means 10% of the Maximum Contract Value.
2. 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 I.3 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.
3. 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.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

I. Periodic Usage Reports - Contracts with TAs

1. 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.
2. No later than 15 calendar days after the end of each of the reporting periods below, the Contractor must submit to the Contracting Authority and Project Authority a periodic usage report containing, in an electronic spreadsheet (such as MSOffice Excel), the data elements specified in paragraphs J.3 and J.4 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 and Project 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.

3. For each TA authorized and issued under the Contract, the data must contain the following data elements in the order presented:
 - the TA number appearing on the TA form;

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- the date the task was authorized appearing on the TA form;
- the total estimated cost of the task (Applicable Taxes extra) before any revisions appearing on the TA form;
- the following information appearing on the TA form must be included for each authorized revision, starting with revision 1, than 2, etc:
 - the TA revision number;
 - the date the revision to the task was authorized;
 - the authorized increase or decrease (Applicable Taxes extra);
 - the total estimated cost of the task (Applicable Taxes extra) after authorization of the revision;
 - the total cost incurred for the task (as last revised, as applicable), Applicable Taxes extra;
 - the total cost incurred and invoiced for the task (as last revised, as applicable), Applicable Taxes extra;
 - the total amount of Applicable Taxes invoiced;
 - the total amount paid, Applicable Taxes included;
 - the start and completion date of the task (as last revised, as applicable); and
 - the active status (i.e., the percentage of the work completed) of the task (as last revised, as applicable) with an explanation (as applicable).

4. For all TAs authorized and issued under the Contract, the data must contain the following data elements in the order presented:

- the sum (Applicable Taxes extra) specified in clause 7.6.2, Canada's Total Liability, Cumulative Total of all Authorized TAs as last amended;
- the total cost incurred for all authorized tasks inclusive of any revisions, Applicable Taxes extra;
- the total cost incurred and invoiced for all authorized tasks inclusive of any revisions, Applicable Taxes extra;
- the total amount of Applicable Taxes invoiced for all authorized tasks inclusive of any revisions; and
- the total amount paid for all authorized tasks inclusive of any revisions, Applicable Taxes extra.

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 Requirement

7.3.1 Security Requirements for PWGSC

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The following security requirement (SRCL and related clauses provided by the [Contract Security Program](#) apply and form part of the Contract:

1. 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).
2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or sensitive site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, PWGSC.
3. Processing of PROTECTED materiel electronically at the Contractor/Offeror's site is NOT permitted under this Contract/Standing Offer.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
 - (b) *Contract Security Manual* (Latest Edition).

7.3.2 Security Requirements for the RCMP

The Contractor must comply with the directives described in the RCMP security guide attached in Annex D.

7.3.3 Contractor's Site or Premises Requiring Safeguarding Measures

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

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

7.3.2.2 The Company Security Officer (CSO) must ensure through the [Contract Security Program](#) that the Contractor and proposed individuals hold a valid security clearance at the required level.

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from date of Contract for a period of 12 months

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7.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 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 30 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment

7.4.3 Comprehensive Land Claims Agreements (CLCAs)

The Contract does 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 form part of a separate contract.

7.5 Authorities

7.5.1 Contracting Authority

David Pengelly

Intern Officer

Public Services and Procurement Canada, Training and Specialized Services Division

10, rue Wellington, Gatineau, Québec Canada, K1A 0H4

Telephone: 343-552-5193

E-mail: David.Pengelly@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 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 identified at time of 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 Contractor's Representative

(To be identified at time of Contract award)

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7.6 Payment

7.6.1 Basis of Payment

7.6.1.1 Authorized TA

Firm Lot Price TA

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized TA, the Contractor will be paid the firm lot price specified in the authorized TA, determined in accordance with the basis of payment in Annex B. 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 specified in the authorized TA, unless they have been authorized, in writing, by the Contracting Authority before their incorporation into the Work specified in the authorized TA.

TA subject to a Limitation of Expenditure

The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work specified in the authorized TA in accordance with the basis of payment in Annex B to the limitation of expenditure specified in the authorized TA.

Canada's total liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized TA resulting from any design changes, modifications or interpretations of the Work specified in the authorized TA will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the TA Authority before their incorporation into the Work specified in the authorized TA. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written authorization of the TA Authority. The Contractor must notify the TA Authority in writing as to the adequacy of this sum:

- (a) when it is 75 percent committed, or
- (b) four (4) months before the final delivery date specified in the authorized TA, or
- (c) as soon as the Contractor considers that the authorized TA funds are inadequate for the completion of the Work specified in the authorized TA,

whichever comes first.

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

7.6.2 Canada's Total Liability

Cumulative Total of all authorized TAs

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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 identified at time of Contract award*). Customs duties are included and the Applicable Taxes are extra.

- A. 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.
- B. The Contractor must notify the Contracting Authority, in writing, as to the adequacy of this sum:
 - 1. when it is 75 percent committed, or
 - 2. four (4) months before the Contract expiry date, or
 - 3. as soon as the Contractor considers that the sum is inadequate for the completion of the Work requested in all authorized TAs inclusive of any revisions,whichever comes first.
- C. 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.
- D. 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 – Monthly Payment

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

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

7.6.4 Electronic Payment of Invoices - Contract

The Contractor accepts to be paid using any of the following Electronic Payment Instruments:

(To be identified at time of Contract award)

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);

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- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

7.6.5 Discretionary Audit

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.NRHSCcommunication-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. 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.

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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 Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid List" available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#). 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) ;
- (c) the general conditions 2035 (2020-05-28), General Conditions - 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, SRCL Security Guide RCMP National Recruiting Medical / Psychological;
- (h) the signed Task Authorizations (including all of its annexes, if any); and
- (i) the Contractor's bid dated _____ (*date to be inserted at contract award*).

7.11 Insurance

SACC Manual clause G1005C (2016-01-28), Insurance

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

- 7.13.1 The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.

Solicitation No. - N° de l'invitation
M7594-206332/A
Client Ref. No. - N° de réf. du client
M7594-206332

Amd. No. - N° de la modif.
File No. - N° du dossier
M7594-206332

Buyer ID - Id de l'acheteur
147ZH
CCC No./N° CCC - FMS No./N° VME

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- 7.13.2 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.
- 7.13.3 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.
- 7.13.4 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 TITLE

Medical Evaluation of Royal Canadian Mounted Police (RCMP) Regular Member Applicants

2.0 SCOPE

2.1 OBJECTIVE

The RCMP has a requirement for a Contractor to provide the National Recruiting Health Services (NRHS), a program within the RCMP, with occupational health evaluation services of RCMP Regular Member police applicants across Canada, in French and in English, in accordance with generally accepted professional standards for assessing fitness for duty of police applicants.

2.2 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 (3) territories, eight (8) provinces (except Ontario and Quebec), more than 150 municipalities, more than 600 Aboriginal communities and three (3) 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 approximately 1,300 Cadets annually to join our proud police officer ranks.

Individuals applying to become a Regular Member of the RCMP must undergo a very thorough health evaluation. The applicant must meet medical standards for vision, hearing, and colour vision. As well, the applicant must undergo a detailed medical evaluation that consists of a medical history, a physical examination and laboratory testing, in order to determine whether or not there exist any physical or mental conditions that might compromise the individual's ability to perform the tasks of police work.

The NRHS will be responsible for reviewing the information gathered in the medical evaluation to ensure that applicants meet the minimum health standards of police applicants and are physically healthy prior to attending the RCMP training academy in Regina.

2.3 TERMINOLOGY

The following list of definitions is relevant to and found in part of this Statement of Work (SOW). The list of definitions provided below is not exhaustive, but rather is intended to ensure clarity and understanding of

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the critical terms used within this SOW. It is therefore, imperative that questions of interpretation be directed to the NRHS project authority.

Term	Definition
Applicant	Person who applies to become a Regular Member (RM) of the RCMP
Cadet	An applicant who is selected for enrollment in the Cadet Training Program (CTP).
Medical Assessment	The review of information gathered during the medical evaluation.
Medical Evaluation	The exploration and gathering of information on the health condition of a person by examining them directly and performing requisite medical testing.
Regular Member	An Individual who successfully completes the Cadet Training Program and is selected for engagement as an RM and appointed as peace officer of the RCMP.

3.0 APPLICABLE AND REFERENCE DOCUMENTS

- a) RCMP Guidelines for Medical Screening of Regular Member police applicants (Available upon request);
- b) Relevant information from the RCMP General Duty Constable Task Bank - refer to Appendix A:Task Analysis for General Duty Constable in document a);
- c) Forms – Including and not limited to (Made available upon request)
 - a. Health Assessment for Applicants - Form #3380-1
 - b. RM Applicant Hearing Examination Report – Form #6509
 - c. RM Applicant Vision Examination Report – Form #2180
 - d. Medical Laboratory Test Requisition – Form #3935
- d) Privacy Act
<https://www.priv.gc.ca/en/privacy-topics/privacy-laws-in-canada/the-privacy-act/>
- e) The Official Languages Act
<https://laws-lois.justice.gc.ca/eng/acts/o-3.01/fulltext.htm>
- f) 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/>

4.0 REQUIREMENT

4.1 SCOPE OF WORK

The Contractor must provide the following on an “as and when required basis”:

- 4.1.1 Management and Coordination of Health Evaluation Services (as detailed in Section 4.2.1);

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4.1.2 Medical Evaluation Services on an "as and when requested" basis as detailed in Section 4.2.2; and

4.1.3 Clinics locations for the health evaluation services (as detailed in Section 4.3).

4.2 TASKS

The Contractor is responsible for the quality of health evaluations conducted and for the identification of issues that impact deliverables. Such evaluations must be performed in person.

4.2.1 MANAGEMENT AND COORDINATION OF HEALTH EVALUATION SERVICES

4.2.1.1 ADMINISTRATIVE TASKS

The Contractor must provide the following services:

- a) Within two (2) working days of receiving an email from the NRHS Project Authority (PA), the Contractor must contact the applicant electronically or by phone to:
 - i) Schedule the applicant for a basic medical evaluation as detailed in Section 4.2.2;
 - ii) Advise the applicant of information that they will require in order to attend their appointment as well as the actions required on their part to complete medical tests, this includes but is not limited to time, location, documentation and testing to be completed before their appointment;
 - iii) If the applicant does not respond within three (3) working days of the initial contact, the Contractor must advise the PA electronically;
- b) Within 20 working days of receiving the email request from the NRHS PA, assemble reports of medical evaluations and test results, and send them to the PA via courier. This will not apply in the event of 4.2.1.1 a) iii, and will resume once a new email request is resubmitted by the NRHS PA;
- c) Transfer relevant hard-copy files via courier between contractor clinics as required;
- d) Participate in conference calls with NRHS to discuss emerging issues and related items following contract award as outlined in section 8.0;
- e) Within two (2) working days of request, make appropriate personnel available to discuss complex cases that may require additional assessment, evaluation or test follow-up;
- f) On a monthly basis, complete summary reports (as detailed in Section 5.1);
- g) When deadlines are not met, document the circumstances and report these as part of the monthly summary report.

4.2.2 MEDICAL EVALUATION SERVICES

The following tasks must be performed by the Physician:

- a) Perform basic medical evaluations of the applicants:
 - i) Review and document the applicant's medical history as outlined in the RCMP Guidelines for Medical Screening of Regular Member police applicants;
 - ii) Perform the health evaluation in accordance with form #3380-1;
 - iii) Perform the following tests on the applicants:
 - A. Complete Blood count (CBC);

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- B. Electrocardiogram (ECG) with interpretation;
 - C. Hepatitis B immunity;
 - D. Liver enzyme test (GGT); and
 - E. Glycated Hemoglobin (HgA1C).
- iv) Review the evaluation and test results as they become available, to determine whether more detailed examinations are recommended. Examining physicians may recommend additional testing but it is up to NRHS to determine if the testing is required. Additional tests must be pre-approved by NRHS;
- v) Complete medical evaluation reports which include pertinent findings of the history and medical examination (as detailed in Section 6.2) as well as identification of any limitations and restrictions;
- b) Perform additional medical tests if indicated by initial findings and only upon pre-approval by NRHS;
- c) Participate in team meetings and discussions at NRHS request on an as and when needed basis;
- d) Consult with the NRHS health professionals in case of abnormal evaluation or test findings within two (2) working days of discovery; and
- e) Adhere to the NRHS directives, as outlined in the RCMP Guidelines for Medical Screening of Regular Member police applicants.

4.3 CLINICS

The Contractor must provide Clinics to conduct health evaluation services 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

5.0 ESTIMATED VOLUME OF MEDICAL EVALUATIONS PER LOCATION

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

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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

6.0 DELIVERABLES AND ACCEPTANCE CRITERIA

6.1 MONTHLY SUMMARY REPORT

On the last day of each month, provide a summary reports to the PA in electronic format containing;

- a) Information on volume of services. Reports provided must include, but are not limited to; applicant ID, The status of all testing being administered (booked, completed, cancelled), request received date, applicant contact date, appointment date, cancellation/reschedule dates, late cancellation dates and no show dates.
- b) National and Provincial average processing times.

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

6.2 POST EVALUATION DOCUMENTATION AND REPORTS

Within 20 working days after receiving the email request from the NRHS PA, and within 2 working days of completion of the examination, the Contractor must send the following hard copy documents to the PA via courier as per instructions in section 9.0:

- a) Original Health Assessment for Applicant Form #3380-1. Must be signed and dated by both the applicant and the examining Physician
- b) Lab results for CBC, HbA1C, GGT and Hepatitis B (Immunity) and any other test results that may have been pre-approved by NRHS
- c) A confirmed interpretation of the ECG. The tracing must be included.

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In the event of 4.2.1.1 a) iii, the post evaluation document and report are not required; evaluations will resume once a new email request is resubmitted by the NRHS PA;

7. CONSTRAINTS

7.1 LOCATION OF WORK AND TRAVEL REQUIREMENTS

Health evaluation services must be provided in the clinic locations identified in article 4.3.

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

There are no Travel and Living expenses or reimbursements associated to this requirement.

7.2 LANGUAGE OF WORK

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

The required language of the Medical assessments will be defined in the NRHS PA email request.

The Physicians 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 resource at no additional cost to Canada.

7.3 LANGUAGE OF DELIVERABLES

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

7.4 CLIENT SUPPORT

The NRHS will perform the following activities:

- a) Provide a list of applicant names, contact information, location, language or work and expected time-lines for the completion of the Health evaluations;
- b) Notify the Contractor and provide the name of the applicant when the evaluation needs to be postponed or stopped;
- c) Clarify evaluation procedures;
- d) Consult on matters where a medical issue with the applicant has been identified;
- e) Provide on-going feedback on the quality of the clinical work; and
- f) Participate in teleconferences as required to discuss clinical and administrative matters that emerge.

8.0 MEETINGS

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8.1 CONTRACT START-UP MEETING

It is expected that a start-up meeting will be organized between the Contracting Authority, the NRHS project authority and the Contractor to discuss, among other things, the contractual roles and responsibilities, tasks and deliverables. This meeting will take place in the office of the NRHS project authority or by telephone.

8.2 CASE MEETINGS

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

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

8.3 QUARTERLY MEETING

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

9.0 INFORMATION MANAGEMENT

Upon completion of the Health evaluations, a copy of all materials, as identified in section 4.2.2, must be immediately shipped to the Project Authorities identified main holding location. The material must be shipped via courier in a double sealed envelope. During the RM applicant Evaluation period, the Contractor must collect, store, handle, and maintain all original materials.

On completion of the Evaluations, the Contractor must retain a copy of all materials, including progress notes, forms, reports and testing results, pertaining to RCMP Regular Member applicants in a manner consistent with the standards set forth by their professional governing body. If the standard set by the provincial authority is less than fifteen (15) years the Contractor must retain all materials for a minimum period of fifteen (15) years from the evaluation/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.

The Contractor must liaise with its clinics to transfer relevant hard-copy files via courier.

10.0 CANCELLATION

For the cancellation or rescheduling of appointments;

1. 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 ;

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2. 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;
3. 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
4. If the RCMP has to cancel an appointment due to an unforeseeable or uncontrollable event (such as a lockdown, strike, 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.

11.0 RESOURCE QUALIFICATIONS

11.1 PHYSICIANS

1. The Physicians must be licensed in and able to practice without any restrictions (i.e. be in good standing) in the province of practice.
2. The Physicians must have a has a minimum of three (3) years (36 months) experience in the last ten (10) years, in the practice of occupational health medicine (i.e. workplace accommodation, disability management, fitness for duty, etc.)..
3. The Physicians must have a minimum six (6) months' experience (within the last 10 years) as a physician related to the conducting of health assessments of clients to determine fitness for work in high risk occupations and/or in high risk (fragile and conflict affected) environments.
4. The Physicians must have performed a minimum of 25 medical evaluations similar to those described in the SOW within the last five (5) years from RFP bid closing date.

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ANNEX B, BASIS OF PAYMENT

A- Contract Period (From date of Contract for a period of 12 months.)

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

B- 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 period of the Contract specified below, the Contractor will be paid a Firm All-inclusive Price as specified below to perform all the Work in relation to the Contract extension.

1.0 Medical Evaluation Services

The Contractor will be paid a Firm All-inclusive Price as follows:

Medical evaluation	Firm All-inclusive Price per evaluation
Initial Contract Period (1 year)	<i>Amounts inserted at contract award</i>
Option Period 1 (1 year)	<i>Amounts inserted at contract award</i>
Option Period 2 (1 year)	<i>Amounts inserted at contract award</i>
Option Period 3 (1 year)	<i>Amounts inserted at contract award</i>
Option Period 4 (1 year)	<i>Amounts inserted at contract award</i>

2.0 Cost Reimbursable Expenses

2.1 Authorized travel and living expenses for Work

Concerning the requirements to travel described in section 8 of the Statement of Work in Annex A, the Contractor will be paid for its authorized travel and living expenses reasonably and properly incurred in the performance of the Work done, delivered or performed outside the National Capital Region (NCR) defined in the [National Capital Act \(R.S.C., 1985, c. N-4\)](#), available on the Justice Website (<http://laws-lois.justice.gc.ca/eng/acts/N-4/page-9.html#docCont>), at cost, without any allowance for profit and administrative overhead, in accordance with the meal and private vehicle 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 "travellers", rather than those referring to "employees".

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File No. - N° du dossier
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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.

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

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

Total Estimated Cost of Authorized Travel and Living Expenses: \$ _____ (*Amount to be inserted at contract award*)

2.2 Other Direct Expenses

The Contractor will be reimbursed the other direct expenses it reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and administrative overhead. These expenses will be paid upon submission of an itemized statement supported by receipt vouchers.

Total Estimated Cost of Other Direct Expenses: \$ _____ (*Amount to be inserted at contract award*)

Total Estimated Cost- Cost Reimbursable Expenses: \$ _____ (*Amount to be inserted at contract award*)

3.0 Total Estimated Cost- Contract Period: \$ _____ (*Amount to be inserted at contract award*)

With the exception of the all inclusive fixed time rates specified above, the amounts shown in this section of the annex are estimates only. Minor changes to these estimates will be accepted for billing purposes as the Work proceeds, provided that these changes have the prior approval of the Project Authority, and provided that the total estimated cost of the Contract does not exceed the Limitation of Expenditure specified in clause 7.7.1 Firm Unit Price TA of the Contract.

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ANNEX C, SECURITY REQUIREMENTS CHECK LIST

	Government of Canada / Gouvernement du Canada	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Contract Number / Numéro du contrat</td> </tr> <tr> <td style="text-align: center;">M7594206332/202006332</td> </tr> <tr> <td style="text-align: center;">Security Classification / Classification de sécurité</td> </tr> </table>	Contract Number / Numéro du contrat	M7594206332/202006332	Security Classification / Classification de sécurité
Contract Number / Numéro du contrat					
M7594206332/202006332					
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	2. Branch or Directorate / Direction générale ou Direction				
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 Medical services to conduct health assessments and 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 / Non <input type="checkbox"/> Yes / Oui					
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?					
<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui					
6. Indicate the type of access required / Indiquer le type d'accès requis					
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS?					
<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui					
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.					
<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui					
6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?					
<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui					
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès					
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>			
7. b) Release restrictions / Restrictions relatives à la diffusion					
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	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"/>			
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 <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>			
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>			
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>			
TBS/SCT 360-103(2004/12)					
Security Classification / Classification de sécurité					

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Contract Number / Numéro du contrat					
M7594206332/ 202006332					
Security Classification / Classification de sécurité					
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? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui					
If Yes, indicate the level of sensitivity: Dans l'affirmative, indiquer le niveau de sensibilité : _____					
9. Will the supplier require access to extremely sensitive INFOSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui					
Short Title(s) of material / Titre(s) abrégé(s) du matériel : _____ Document Number / Numéro du document : _____					
PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)					
10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis					
<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET		
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET		
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS					
Special comments: Commentaires spéciaux : <u>ERS for employees from the primary contracted company who will be coordinating the overall project</u>					
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? <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui					
If Yes, will unscreened personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui					
PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)					
INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS					
11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises? Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui					
11. b) Will the supplier be required to safeguard COMSEC information or assets? Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui					
PRODUCTION					
11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises? Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui					
INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)					
11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data? Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui					
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui					
TBS/SCT 350-103(2004/12)	<table border="1"><tr><td>Security Classification / Classification de sécurité</td></tr><tr><td>_____</td></tr></table>	Security Classification / Classification de sécurité	_____		
Security Classification / Classification de sécurité					

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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	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
											A	B	C			
Information / Assets Renseignements / Biens		<input checked="" type="checkbox"/>		<input type="checkbox"/>												
Production				<input type="checkbox"/>												
IT Media / Support TI				<input type="checkbox"/>												
IT Link / Lien électronique				<input type="checkbox"/>												

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

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

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

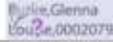
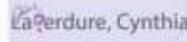
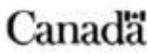
If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité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

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Security Classification / Classification de sécurité			
PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Thomas Turnbull		Title - Titre Manager, Recruiting Health Services	Signature  Digitally signed by Turnbull, Tom, 00018116 Date: 2020.11.20 09:11:26 -05'00'
Telephone No. - N° de téléphone 813-843-6496	Facsimile No. - N° de télécopieur 813-825-1906	E-mail address - Adresse courriel thomas.turnbull@rcmp-grc.gc.ca	Date 2020/11/20
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Glenna Burke		Title - Titre National Security and Contracting Coord	Signature  Digitally signed by Burke, Glenna Louise, 000207929 Date: 2020.11.19 16:08:58 -05'00'
Telephone No. - N° de téléphone 813-843-5838/343-571-5100	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel glenna.burke@rcmp-grc.gc.ca	Date Nov 19, 2020
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 / <input type="checkbox"/> Yes <input type="checkbox"/> Non / <input type="checkbox"/> Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées) Cynthia Laverdure Contract Security Officer cynthia.laverdure@pwgsc.gc.ca		Title - Titre	Signature  Digitally signed by Laverdure, Cynthia Date: 2020.12.08 13:07:38 -05'00'
		E-mail address - Adresse courriel	Date
TBS/SCT 350-103(2004/12)		Security Classification / Classification de sécurité	
			

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ANNEX D, RCMP SRCL SECURITY GUIDE

(see attached)

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ANNEX E, TASK AUTHORIZATION FORM

<input type="button" value="Clear Data - Effacer les données"/> <input type="button" value="Instructions - Page 1"/> <input type="button" value="Instructions - Page 2"/>		Annex Annexe
 Public Works and Government Services Canada Travaux publics et Services gouvernementaux Canada		
Task Authorization Autorisation de tâche		Contract Number - Numéro du contrat <input type="text"/>
Contractor's Name and Address - Nom et l'adresse de l'entrepreneur <input type="text"/>	Task Authorization (TA) No. - N° de l'autorisation de tâche (AT) <input type="text"/>	
	Title of the task, if applicable - Titre de la tâche, s'il y a lieu <input type="text"/>	
	Total Estimated Cost of Task (Applicable taxes extra) Coût total estimatif de la tâche (Taxes applicables en sus) \$ <input type="text"/>	
Security Requirements: This task includes security requirements Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité <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 <input type="text"/>		
For Revision only - Aux fins de révision seulement		
TA Revision Number, if applicable Numéro de révision de l'AT, s'il y a lieu <input type="text"/>	Total Estimated Cost of Task (Applicable taxes extra) before the revision Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision \$ <input type="text"/>	Increase or Decrease (Applicable taxes extra), as applicable Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu \$ <input type="text"/>
Start of the Work for a TA : Work cannot commence until a TA has been authorized in accordance with the conditions of the contract.		Début des travaux pour l'AT : Les travaux ne peuvent pas commencer avant que l'AT soit autorisée conformément au contrat.
1. Required Work: - Travaux requis :		
A. Task Description of the Work required - Description de tâche des travaux requis <input type="text"/>		See Attached - Ci-joint <input type="checkbox"/>
B. Basis of Payment - Base de paiement <input type="text"/>		See Attached - Ci-joint <input type="checkbox"/>
C. Cost of Task - Coût de la tâche <input type="text"/>		See Attached - Ci-joint <input type="checkbox"/>
D. Method of Payment - Méthode de paiement <input type="text"/>		See Attached - Ci-joint <input type="checkbox"/>
PWGSC - TPSGC 572 (2014-04)		

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Annex	<input type="checkbox"/>
Annexe	
Contract Number - Numéro du contrat <input type="text"/>	
2. Authorization(s) - Autorisation(s)	
<p>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.</p> <p>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.</p>	<p>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.</p> <p>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.</p>
<input type="text"/> Name and title of authorized client - Nom et titre du client autorisé à signer	
<input type="text"/> Signature	<input type="text"/> Date
<input type="text"/> PWGSC Contracting Authority - Autorité contractante de TPSGC	
<input type="text"/> Signature	<input type="text"/> Date
3. Contractor's Signature - Signature de l'entrepreneur	
<input type="text"/> 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	
<input type="text"/> Signature	<input type="text"/> Date
PWGSC - TPSGC 572 (2014-04)	

ATTACHMENT 1 TO PART 3 PRICING SCHEDULE

M7594-206332

1. The Bidder must complete this pricing schedule and include it in its financial bid.
2. The volumetric data included in this pricing schedule are provided for bid evaluated price determination purposes only. They are not to be considered as a contractual guarantee. Their inclusion in this pricing schedule does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.
3. Any addition of any conditions or changes to the tables below will render the Financial bid non-responsive.
4. The Firm All-Inclusive Price must cover all the cost incurred to deliver the services as described in Annex A – Statement of work.

Medical evaluation	Minimum Estimated level of Effort (A)*	Firm All-inclusive Price per evaluation (B)	Cumulative sub-total (C = A * B)
Initial Contract Period (1 year)	1050	\$ -	\$ -
Option Period 1 (1 year)	1050	\$ -	\$ -
Option Period 2 (1 year)	1050	\$ -	\$ -
Option Period 3 (1 year)	1050	\$ -	\$ -
Option Period 4 (1 year)	1050	\$ -	\$ -
Total Price			\$ -

*Refer to SOW section 5.0 for estimated volume of medical evaluations per location



SRCL Security Guide

RCMP National Recruiting
Medical / Psychological

Prepared by:
Departmental Security Branch
Royal Canadian Mounted Police

Date: November 16, 2020

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 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.

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

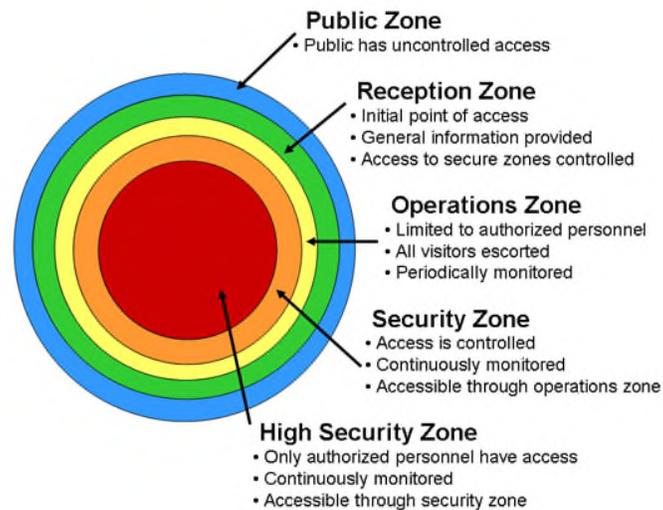
The RCMP:

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.