



Public Services and Procurement Canada
Finance and Administration Branch
Departmental Acquisitions Services
BY EMAIL to the Contracting Authority:
Marie-Anne.Clancy@tpsgc-pwgsc.gc.ca

REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

Proposal to: Public Works and Government Services Canada

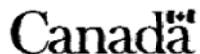
We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred or attached hereto, the supplies and services listed herein or on any attached sheets at the price(s) set out therefor.

Propositions 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 articles et les services énumérés ici et sur toute feuille ci-annexée, au(x) prix indiqué(s).

Solicitation No. - N° de l'invitation 10070146	Type - Genre	Update - Mise à jour
Solicitation closes - L'invitation prend fin at - à 2:00 PM (EDT) - 14h00 (HAE) on - le 2021-04-06	PWGSC File No. - N° de référence de TPSGC 10070146	

↑ Please ensure this area appears in window of return envelope
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Date of Solicitation - Date de l'invitation 2021-02-23	
Address inquiries to - Adresser toute demande de renseignements à : Marie-Anne.Clancy@tpsgc-pwgsc.gc.ca	
Area code and Telephone No. Code régional et N° de téléphone	Facsimile No. N° de télécopieur
Destination NCR	

Instructions:
Municipal taxes are not applicable.

Unless otherwise specified herein by the Crown, all prices quoted are to be net prices in Canadian funds including Canadian customs duties, excise taxes, and are to be F.O.B, including all delivery charges to destination(s) as indicated. The amount of the Goods and Services Tax is to be shown as a separate item.

Instructions:
Les taxes municipales ne s'appliquent pas.

Sauf indication contraire, énoncée par la Couronne, dans les présentes, tous les prix indiqués sont des prix nets, en dollars canadiens, comprenant les droits de douane canadiens, la taxe d'accise et doivent être F.A.B, y compris tous frais de livraison à la (aux) destination(s) indiquée(s). La somme de la taxe sur les produits et services devra être un article particulier.

Delivery required - Livraison exigée	Delivery offered - Livraison proposée
Vendor Name and Address - Raison sociale et adresse du fournisseur	
Facsimile No. - N° de télécopieur	
Telephone No. - N° de téléphone	
Name and title of person authorized to sign on behalf of vendor (type or print) - Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'impression)	
Signature	Date

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, and the Non-Disclosure Agreement.

1.2 Summary

- 1.2.1 Public Service and Procurement Canada (PSPC) requires the services of a Personal Support Worker (PSW) and a backup PSW to provide attendant services to an employee who requires support with the individual activities of daily living and with the duties of the position during the hours of work.
- 1.2.2 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”.

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The **2003** (2020-05-28) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

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

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

Delete: 60 days

Insert: 120 days

2.2 Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) by BY EMAIL ONLY to the Contracting Authority (Marie-Anne.Clancy@tpsgc-pwgsc.gc.ca) by the date, time and place indicated on page 1 of the bid solicitation.

Bidders must submit Page 1 of this Request for Proposal, duly completed, signed and dated by a person authorized to sign on behalf of the Bidder (Vendor/firm).

Due to the nature of the bid solicitation, bids transmitted by facsimile 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 FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension?

Yes () No ()

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

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

By providing this information, bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?

Yes () No ()

If so, the Bidder must provide the following information:

- (a) name of former public servant;
- (b) conditions of the lump sum payment incentive;
- (c) date of termination of employment;
- (d) amount of lump sum payment;
- (e) rate of pay on which lump sum payment is based;
- (f) period of lump sum payment including start date, end date and number of weeks; and
- (g) number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

2.4 Enquiries - Bid Solicitation

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

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

2.5 Applicable Laws

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

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

2.6 Bid Challenge and Recourse Mechanisms

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

Section I: Technical Bid –One (1) soft copy Portable Document File (PDF) by way of email;
Section II: Financial Bid – One (1) soft copy Portable Document File (PDF) by way of email;
Section III: Certifications – One (1) soft copy Portable Document File (PDF) by way of email; and
Section IV: Additional Information – One (1) soft copy Portable Document File (PDF) by way of email.

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

Canada requests that bidders submit their bids in unprotected (i.e. no password) PDF format by email.

The PWGSC email attachment size limit is 10MB. Emails exceeding 10MB will not be received. Bidders may split their submitted content into multiple emails by identifying, for example 1 of 3, 2 of 3 etc..

It is the sole responsibility of the Bidder to ensure a timely submission of their bid is made. Canada will not be responsible for late bids received at destination after the closing time, even if it was submitted before.

Bidders should also ensure that their email message indicates the legal name of the bidding entity.

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

3.1.1 Bidders must submit their financial bid in accordance with the pricing schedule detailed in Attachment 2 to Part 4.

3.1.2 Exchange Rate Fluctuation

[C3011T](#) (2013-11-06), Exchange Rate Fluctuation

3.1.3 SACC Manual Clauses

Section III: Certifications

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

Section IV: Additional Information

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Refer to Attachment 1 to Part 4.

4.1.1.2 Point Rated Technical Criteria

Refer to Attachment 1 to Part 4. Point-rated technical criteria not addressed will be given a score of zero.

4.1.2 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 2 to Part 4.

4.2 Basis of Selection

4.2.1 SACC Manual Clause [A0027T](#) (2012-07-16), Basis of Selection – Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a bid must:
 - a) comply with all the requirements of the bid solicitation; and
 - b) meet all mandatory criteria; and
 - c) obtain the required minimum of 17 points overall for the technical evaluation criteria which are subject to point rating.
The rating is performed on a scale of 25 points.
2. Bids not meeting (a) or (b) or (c) will be declared non responsive. The responsive bid with the highest number of points will be recommended for award of a contract, provided that the total evaluated price does not exceed the budget available for this requirement.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60% for the technical merit and 40% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by an 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)				
		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
	Pricing Score	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
Combined Rating		83.84	75.56	80.89
Overall Rating		1 st	3 rd	2 nd

4.2.2 In the event two or more responsive bids have the same highest combined rating of technical merit and price, these bids will be ranked in descending order of the overall scores obtained for all of the point rated technical criteria detailed in Attachment 1 to Part 4 – Technical Evaluation Criteria; the responsive bid obtaining the highest overall score being ranked the highest.

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.

A separate evaluation grid must be submitted for each proposed resource.

Resource Name: _____			
Attention Bidders: Write beside each of the criteria the relevant page number(s) from your proposal that address the requirement identified in the criteria.			
Number	Mandatory Technical Criterion	Met / Not Met	Reference to Bidder's Proposal
M1	<p>Bidder Business Experience</p> <p>The Bidder must demonstrate that they have operated for a minimum of five (5) years prior to closing date of this RFP, in Health Related Services by providing examples of the services performed.</p> <p>In order to be considered, each of the Bidder's experience examples must indicate the following:</p> <ul style="list-style-type: none"> a) Name of Client or Client Organization; b) Start and end date of the services provided (MM-YYYY to MM-YYYY); c) Reference Contact, including their name, phone number and/or email address; and d) A brief description of the services provided. 	<input type="checkbox"/> Yes <input type="checkbox"/> No	
M2	<p>Bidder's Proposed Resources</p> <p>The Bidder must propose two (2) female resources for the two (2) roles: a Primary Personal Support Worker and a Backup Personal Support Worker. The Bidder must name these individuals as indicated in Part 3, Section IV: Additional Information.</p> <p>For each proposed resource, the Bidder must provide a CV or résumé which demonstrates at least Twenty-four (24) months' experience working as a personal support worker, as it relates to the Statement of Work, in the last ten (10) years prior to this RFP's closing date.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
M3	<p>Bidder's Proposed Resources: Certification</p> <p>The Bidder must demonstrate that their proposed Primary Personal Support Worker and Backup Personal Support Worker are each certified by an accredited institution* as a Personal Support Worker.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	

	<p>In order to demonstrate compliance with M3, a copy of the certification for each proposed Bidder resource must be provided with the bid.</p> <p>*Accredited Institution is defined as a public or private institution that has been given authority to grant degrees, diplomas, and other credentials by a public or private act of a provincial/territorial legislature or through a government-mandated quality assurance mechanism. For greater certainty, also included are institutions authorized to grant specific academic credentials for specific academic programs.</p>		
<p>M4</p>	<p>Bidder's Proposed Resources: First Aid and CPR Accreditation</p> <p>The proposed Primary Personal Support Worker and Backup Personal Support Worker must each be certified in First Aid and Cardio Pulmonary Resuscitation (CPR) with an accredited institution*.</p> <p>In order to demonstrate compliance with M4, a copy of the current and valid certifications for each proposed individual must be provided with the bid.</p>		
<p>M5</p>	<p>Bidder's Proposed Resources: Technical Aids and Assistive and Adaptive Technologies</p> <p>The proposed Primary Personal Support Worker and Backup Personal Support Worker must have working knowledge of technical aids* and assistive and adaptive technologies (TAAAT)**.</p> <p>For each proposed Bidder resource, the Bidder must provide a CV or résumé that demonstrates when and where the experience was obtained for this working knowledge, which must include:</p> <ul style="list-style-type: none"> a) Name Organization; b) Start and end date of the services provided (MM-YYYY to MM-YYYY); c) Reference Contact, including their name, phone number and/or email address, where applicable; and d) A brief description of the work performed and TAAAT used. <p>*Technical aid is defined as an electronic or non-electronic device that can help individuals with disabilities in their daily routine, in reading, hearing, etc. and improving the ability that the impairment has cut down.</p> <p>**Assistive and Adaptive technology is something that is used to help individuals with disabilities, while adaptive technology covers items that are specifically designed for people with disabilities and would seldom be used by a non-disabled person.</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	

<p>M6</p>	<p>Bidder's Proposed Resources: Computer Experience</p> <p>The Bidder's proposed Primary Personal Support Worker and Backup Personal Support Worker must each possess working knowledge of Microsoft Office Suite 2003 or later and a Microsoft Windows XP or 10 operating system.</p> <p>For each proposed Bidder resource, the Bidder must provide a CV or résumé that demonstrates at least two (2) years experience working with Microsoft Office Suite 2003 or later and a Microsoft Windows XP or 10 operating system.</p> <p>In order to be considered, experience examples must indicate the following:</p> <ul style="list-style-type: none"> a) Name Organization; b) Start and end date of the services provided (MM-YYYY to MM-YYYY); c) Reference Contact, including their name, phone number and/or email address, where applicable; and d) A brief description of the work performed. 	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	
<p>M7</p>	<p>Bidder's Proposed Resources: Language Proficiency</p> <p>The bidder must demonstrate that the proposed resources meet the language requirements as indicated in section 6 of the statement of work.</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	
<p>FINAL EVALUATION: MET / NOT MET</p>			

Point Rated Technical Criteria

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

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

We advise tenderers to respond in the order that follows and in detail, to allow for a complete evaluation. The evaluation will be based solely on the information provided in the proposal. The review team may verify the information provided and obtain clarification.

A separate evaluation grid must be submitted for each proposed resource.

Resource Name: _____			
Number	Criteria	Max Points	Reference to Bidder's Proposal
R1	<p>Bidder's Resource Experience</p> <p>For each proposed resource (Primary and Backup Personal Support Worker), the Bidder should demonstrate in the resources' CV or résumé experience working as a personal support worker in the last ten (10) years prior to this RFP's closing date.</p> <p>Points will be allocated as follows (per resource):</p> <ul style="list-style-type: none"> • No information provided, or information provided demonstrates fewer than 24 months of experience = 0 points. • 24 to 29 months' experience = 1 point • 30 to 48 months' experience = 5 points • 49 or more months' experience = 10 points 	/10	

R2	<p>Additional Resource Experience – Technical Aids and Assistive and Adaptive Technologies</p> <p>For each proposed resource, the Bidder should provide a CV or résumé that demonstrates experience obtained to establish this working knowledge.</p> <p>Experience examples must include:</p> <ul style="list-style-type: none">a) Name Organization;b) Start and end date of the services provided (MM-YYYY to MMYYYY);c) Reference Contact, including their name, phone number and/or email address, where applicable; andd) A brief description of the work performed. <p>*Technical aid is defined as an electronic or non-electronic device that can help individuals with disabilities in their daily routine, in reading, hearing, etc. and improving the ability that the impairment has cut down.</p> <p>**Assistive and Adaptive technology is something that is used to help individuals with disabilities, while adaptive technology covers items that are specifically designed for people with disabilities and would seldom be used by a non-disabled person.</p> <p>Points will be allocated as follows (per resource):</p> <ul style="list-style-type: none">• No information provided, or information provided demonstrates fewer than 3 months' experience = 0 points.• 4 to 12 months' experience = 1 point• 13 to 24 months' experience = 3 points• 25 to 36 months' experience = 5 points• 37 or more months' experience = 7 points	/7	
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<p>R3</p>	<p>Proposed Resources' Accreditation</p> <p>For each proposed resource, the accreditation provided in response to mandatory technical criteria M3, will be scored based on the level obtained.</p> <p>Points will be allocated as follows (per resource):</p> <ul style="list-style-type: none"> • Certificate relating to Personal Support Work = 1 point • College or University Degree/Diploma relating to Personal Support Work = 3 points <p>*Accredited Institution is defined as a public or private institution that has been given authority to grant degrees, diplomas, and other credentials by a public or private act of a provincial/territorial legislature or through a government-mandated quality assurance mechanism. For greater certainty, also included are institutions authorized to grant specific academic credentials for specific academic programs.</p>	<p>/3</p>	
<p>R4</p>	<p>Additional Resource Experience – Computer Experience</p> <p>For each proposed resource (Primary and Backup Personal Support Worker), the Bidder should demonstrate in the resources' CV or résumé experience working Microsoft Office Suite 2003 or later and a Microsoft Windows XP or 10 operating system.</p> <p>Points will be allocated as follows (per resource):</p> <ul style="list-style-type: none"> • No information provided, or information provided demonstrates fewer than 24 months of experience = 0 points. • 24 to 36 months' experience = 2 point • 37 to 48 months' experience = 3 points • 49 or more months' experience = 5 points 	<p>/5</p>	
<p>Minimum required score is 17 points</p> <p>Total Points Achieved</p>		<p>/25</p>	

ATTACHMENT 2 to PART 4 – PRICING SCHEDULE

The Bidder should complete this pricing schedule and include it in its financial bid once completed. As a minimum, the Bidder must respond to this pricing schedule by including in its financial bid for each of the periods specified below its quoted all-inclusive firm hourly rate (in Canadian dollars) for each of the resource categories identified.

Volumetric data (estimates) shown in the pricing schedule are included solely for the purpose of determining the evaluated price of each offer. They must not be considered to constitute a contractual guarantee. Their inclusion in this pricing schedule does not represent a commitment on the part of Canada to the effect that future use of the services described in the Request for Proposal will match these data.

The rates specified below, when quoted by the Bidder, includes any of the following expenses that may need to be incurred to satisfy the terms of any contract that may result from its bid:

- (a) all travel and living expenses for work performed within the National Capital Region (NCR). The NCR is defined in the *National Capital Act*, R.S.C. 1985, c. N-4, S.2. The *National Capital Act* is available on the Justice Website: <http://laws-lois.justice.gc.ca/eng/acts/N-4/page-1.html#docCont>
- (b) any travel expenses for travel between the Contractor's place of business and the NCR; and
- (c) any travel and living expenses for the relocation of resources to satisfy the terms of any resulting contract. These expenses cannot be charged directly and separately from the professional fees to any contract that may result from the bid solicitation.

The Bidder's proposed rates for the category of personnel is as follows:				
INITIAL CONTRACT PERIOD: Date of Contract to March 31, 2022				
Category of Personnel	(B)	(C)	(D)	(E)
	Name of Proposed Consultants	Estimated number of hours	All-inclusive firm hourly rate	Total Cost E=CxD
Primary Personal Support Worker		Up to 1763	\$	\$
Backup Personal Support Worker				

OPTION PERIOD 1: April 1, 2022 to March 31, 2023				
Category of Personnel	(B)	(C)	(D)	(E)
	Name of Proposed Consultants	Estimated number of hours	All-inclusive firm hourly rate	Total Cost E=CxD
Primary Personal Support Worker		Up to 1875	\$	\$
Backup Personal Support Worker				

OPTION PERIOD 2: April 1, 2023 to March 31, 2024				
Category of Personnel	(B)	(C)	(D)	(E)
	Name of Proposed Consultants	Estimated number of hours	All-inclusive firm hourly rate	Total Cost E=CxD
Primary Personal Support Worker		Up to 1875	\$	\$
Backup Personal Support Worker				

Total Bid Price - For Evaluation Purposes Only	
(Initial Contract Period + Option Period 1+ Option Period 2)	\$ <TBD>

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the Integrity declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real property agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Additional Certifications Precedent to Contract Award

5.2.2.1 Status and Availability of Resources

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

5.2.2.2 Education and Experience

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

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

PART 6 - SECURITY

6.1 Security Requirements

1. At the date of bid closing, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. 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.

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 at Annex "A".

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.

7.3 Security Requirements

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

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

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from date of Contract to March 31, 2022 inclusive.

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 two (2) additional one (1) year periods 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 5 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Marie-Anne Clancy
Supply Specialist
Public Works and Government Services Canada
Finance and Administration Branch
Departmental Acquisitions Services
300 Laurier Ave, 9th floor
Ottawa, ON K1S 0S5

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 *(To be completed at contract award)*

The Project Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: ____-____-_____
E-mail address: _____

In its absence, the Project Authority is: *(To be completed at contract award)*

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: ____-____-_____
E-mail address: _____

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

7.5.3 Contractor's Representative *(To be completed at contract award)*

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Payment

7.7.1 Basis of Payment – Firm Hourly Rates

The Contractor will be paid firm hourly rates as specified in Annex B – Basis of Payment, for work performed in accordance with the Contract. Applicable Taxes are extra.

7.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____ (*insert amount at contract award*). Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75% committed, or
 - b. four months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.7.3 Monthly Payment

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

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

7.7.4 Time Verification

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

7.8 Invoicing Instructions

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

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed (certified correct by the Employee and signed off by the Project Authority); and, if applicable;
 - b. a copy of the invoices, receipts, vouchers for all travel and living expenses
2. Invoices must be distributed as follows:
 - a. One (1) copy must be forwarded to the Project Authority identified under the section entitled "Authorities" of the Contract;
 - b. The Contractor must include invoice number and contract (PO) number in the subject line of your email. Limit of 1 invoice per email.

7.9 Certifications and Additional Information

7.9.1 Compliance

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

7.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____ (*To be inserted at contract award*).

7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the 2035 (2020-05-28), General Conditions - Higher Complexity - Services, apply to and form part of the Contract;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) Annex D, Non-Disclosure Agreement;
- (g) the Contractor's bid dated _____ (*insert date of bid*)

7.12 Insurance

SACC Manual clause G1005C (2016-01-28) Insurance - No Specific Requirement

7.13 Specific Persons

The Contractor must provide the services of the following person(s) to perform the Work as stated in the Contract:

- Primary Personal Support Worker: _____ (*To be inserted at contract award*)
- Backup Personal Support Worker: _____ (*To be inserted at contract award*)

7.14 Termination on Thirty Days Notice

SACC Manual clause [A0072C](#) (2008-12-12) Termination on Thirty Days Notice

7.15 Dispute Resolution

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

ANNEX "A"

STATEMENT OF WORK

1. TITLE

Personal Support Workers (PSW)

2. OBJECTIVE

Public Service and Procurement Canada (PSPC) requires the services of a Personal Support Worker (PSW) and a backup PSW to provide attendant services to an employee who requires support with the individual activities of daily living and with the duties of the position during the hours of work.

Attendant services - refers to the provision of services to persons with disabilities who require assistance with the duties of their position, as well as assistance with activities of everyday living during the employees' hours of work. Reference: Directive on the Duty to accommodate <https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32634>

3. BACKGROUND

A PSPC employee with a disability under the Employee Equity Program requires assistance from a PSW services supplier to assist them with mobility and other personal care duties.

4. REQUIREMENTS

- 4.1 PSPC requires the services of a female PSW to provide attendant services required by a female employee with disabilities. The need for a female PSW in particular, is in accordance with PSPC's legal obligation to accommodate this employee with disabilities as per her specific accommodation requirements.
- 4.2 PSPC requires the services of a PSW to provide attendant services on a daily basis 7.5 hours per day, 5 days a week (Monday to Friday) for a maximum of 37.5 hours per week for 52 weeks. On occasion, the PSW will be required to do overtime.
- 4.3 The PSW will be required to provide attendant services to the employee at various work locations within the National Capital Region (NCR). Attendant services will also be required when the employee participates in outside meetings, on travel status, and/or participating in work related activities/events and training.
- 4.4 The PSW will not be required to provide attendant services on weekends, statutory holidays, or when the employee is on leave. The PSW will be expected to provide services on Family Day in February as Federal Public Servants work on this day.
- 4.5 Back-up PSW: The supplier will be responsible to provide a qualified female back-up PSW replacement, without delay, when the PSW is unable to perform their duties or is absent.
- 4.6 PSPC will provide 24 hours cancellation notice in the event that the PSPC employee is absent or on leave. Should the employer be unable to provide the Supplier with 24 hours cancellation notice, the supplier and as such the PSW, will be compensated for the 7.5 hour day.
- 4.7 Disclosure of information: The Supplier, PSW and back-up PSW must ensure the confidentiality of all work related and personal information related PSPC and the PSPC employee; and must not disclose any of the information obtained while carrying out their work.
- 4.8 The Supplier will provide a qualified PSW who is professional, discreet, and respectful in their communication and conduct with the PSPC employee. Should these requirements not be met by the assigned PSW, the Supplier will be obligated to replace the PSW within 24 hours of notice by PSPC.

5. TASKS

The PSW will provide attendant services to the PSPC employee (a manager) in a team based environment; and with administrative tasks, the duties of the position, activities of daily living and personal care:

- Assistance with activities of daily living and personal care in the work environment/activities and during travel;
- Assistance with carrying and lifting;
- Assistance with activities that require pushing, pulling and reaching;
- Assistance with meals and dressing;
- Assistance with manipulation/transportation of items, including large items such as office chairs, kiosk banners, kiosk tables, document carts and full briefcases;
- Assistance to prepare and transport meal and beverage type items in the workplace;
- Assistance when purchasing food or beverages during work hours;
- Assistance with donning/doffing garments, and footwear;
- Assistance with activities that require bending, carrying, lifting, reaching and moving items including to and from various locations within all aspect of the workplace;
- Advanced computer skills and organizational skills to provide effective assistance to complete various computer-related tasks such as but not limited to: e-mail management; composing and sending e-mails and correspondence, as dictated by the PSPC employee; internet research as dictated by the employee; document searching/storage/and retrieval as dictated by employee; writing documents and PowerPoint presentations as dictated by the employee, including the formatting and editing; as well as filling out various electronic forms as dictated by the employee;
- Assistance to take notes effectively such as summarizes information heard or observed during senior level meetings, various meetings, briefings, presentations, learning/training activities, and networking meetings etc., in order to capture important and relevant information;
- Assistance with assistive devices, informatics and adaptive computer technology;
- Assistance at internal and external meetings, presentations, briefing sessions, training activities, workshops, and other various work-related activities as well as travel;
- Coordinates in a timely manner any assistive devices and other accommodation items and documents required by the Manager's for active participation at meetings and activities etc.
- As well as other various work related activities and occupational requirements not related to, or limited to the above list.

6. LANGUAGE OF WORK

The assigned PSW and back-up PSW are required to be fully bilingual in English and French with intermediate levels of language proficiency in comprehension, written and oral expression as indicated below:

Language: English and French	
Intermediate Level	
Oral	A person speaking at this level can: <ul style="list-style-type: none"> • sustain a conversation on concrete topics; report on actions taken • give straightforward instructions to employees • provide factual descriptions and explanations
Comprehension	A person reading at this level can: <ul style="list-style-type: none"> • grasp the main idea of most work-related texts • identify specific details • distinguish main from subsidiary ideas

Written	A person writing at this level can: <ul style="list-style-type: none">• deal with explicit information on work-related topics since they have sufficient mastery of grammar and vocabulary
----------------	--

7. SPECIAL REQUIREMENTS AND CONSTRAINTS

7.1 The Primary PSW and the Backup PSW must, at a minimum, have these certifications at all times during the period of the Contract:

- First Aid training
- CPR training
- Safety and Emergency training
- Personal Support Worker Certification

7.2 The Primary PSW and the Backup PSW must perform the Work in a manner that demonstrates all of the following:

- Provide services in a respectful manner
- Ability to maintain a confidential working relationship
- Ability to follow oral and written instruction
- Effective written and oral communication skills
- Good organizational skills
- Working knowledge of disabilities and associated conditions
- Working knowledge of signs and symptoms of common illnesses and conditions
- Working knowledge of first aid, safety and emergency procedures
- Working knowledge of technical aids, assistive adaptive technology
- Working knowledge of common office equipment (e.g., photocopiers, fax machines, scanners, etc.)

8. LOCATION OF WORK

Due to Covid-19, the PSPC employee will work remotely from home until further notice therefore the location of work will be in the rural Kanata/Dunrobin area.

Henceforward, work will be performed at the employee's place of work located at L'Esplanade Laurier, 140 O'Connor St, Ottawa, ON and other locations as required within the National Capital Region once the PSPC employee will resume work on the federal government premises.

9. TRAVEL

It may be necessary, in very rare occasions, for the attendant to accompany the employee on travel outside of the national capital region (NCR). Any travel would be reimbursed according to the National Joint Travel Directive and limited to the travel funding cap. Adequate notice of no less than 48 hours would be provided for any travel outside of the NCR.

ANNEX "B"

BASIS OF PAYMENT

A – Contract period

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

1.0 Professional Fees

The Contractor will be paid all-inclusive fixed time rates as follows:

INITIAL CONTRACT PERIOD: Date of Contract to March 31, 2022				
Category of Personnel	(B)	(C)	(D)	(E)
	Name of Proposed Consultants	Estimated number of hours	All-inclusive firm hourly rate	Total estimated cost E=CxD
Primary Personal Support Worker		Up to 1763	\$	\$
Backup Personal Support Worker				

Definition of a Day/Proration

For the purpose of this Contract, a day is defined as 7.5 hours of work, exclusive of meal breaks. Payment will be made for days actually worked, with no provision for annual leave, statutory holidays and sick leave. If time worked is more or less than a day, the all-inclusive fixed daily rate must be prorated to reflect the actual time worked in accordance with the following formula:

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

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

2.0 Cost Reimbursable Expenses

2.1 Authorized travel and living expenses for Work

Concerning the requirements to travel described in section 9 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 \(R.S.C., 1985, c. N-4\)](https://laws-lois.justice.gc.ca/eng/acts/n-4/page-4.html#h-374470), available on the Justice Website (<https://laws-lois.justice.gc.ca/eng/acts/n-4/page-4.html#h-374470>), 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".

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: \$_____ (insert amount at contract award)

3.0 Total Estimated Cost - Contract Period: \$ _____ (insert amount 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 C0214C Firm Hourly Rates of the Contract.

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 as specified below to perform all the Work in relation to the Contract extension.

B-1 Extended Contract Period 1


OPTION PERIOD 1: April 1, 2022 to March 31, 2023				
Category of Personnel	(B)	(C)	(D)	(E)
	Name of Proposed Consultants	Estimated number of hours	All-inclusive firm hourly rate	Total Cost E=CxD
Primary Personal Support Worker		Up to 1875	\$	\$
Backup Personal Support Worker				

B-2 Extended Contract Period 2

OPTION PERIOD 2: April 1, 2023 to March 31, 2024				
Category of Personnel	(B)	(C)	(D)	(E)
	Name of Proposed Consultants	Estimated number of hours	All-inclusive firm hourly rate	Total Cost E=CxD
Primary Personal Support Worker		Up to 1875	\$	\$
Backup Personal Support Worker				

ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST

 Government of Canada Gouvernement du Canada	Contract Number / Numéro du contrat 10070146	
Security Classification / Classification de sécurité UNCLASSIFIED		
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 Human Resources Branch
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 Personal Support Worker to provide attendant services of daily living and duties of the employee's position during the hours of work		
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
5. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	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"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

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Security Classification / Classification de sécurité
UNCLASSIFIED





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PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No Yes
Non Oui
- If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :
9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No Yes
Non Oui
- Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

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

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis
- | | | | |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS
COTE DE 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 : _____
- NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.
10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No Yes
Non Oui
- If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No Yes
Non Oui

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

- INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**
11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? No Yes
Non Oui
11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? No Yes
Non Oui
- PRODUCTION**
11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? No Yes
Non Oui
- INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF A LA TECHNOLOGIE DE L'INFORMATION (TI)**
11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? No Yes
Non Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? No Yes
Non Oui

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.
12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

Security Classification / Classification de sécurité UNCLASSIFIED
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ANNEX "D"

NON-DISCLOSURE AGREEMENT

I, _____, recognize that in the course of my work as an employee or subcontractor of _____, I may be given access to information by or on behalf of Canada in connection with the Work, pursuant to Contract Serial No. _____ between Her Majesty the Queen in right of Canada, represented by the Minister of Public Works and Government Services and _____, including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Contractor as part of the Work. For the purposes of this agreement, information includes but not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Contract.

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

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

I agree that the obligation of this agreement will survive the completion of the Contract Serial No.:

Print Name

Signature

Date