



RETURN OFFERS TO :

Bid Receiving :

Correctional Service of Canada
**Contracting and Material Services
Quebec Region**
250, montée St-François
Laval (Quebec) H7C 1S5

Telephone: 450-661-9550, ext. 3223 /
3210

EMAIL:
GEN-QUE307Soumissions@CSC-SCC.GC.CA
(10 MB maximum per email)

FAX :
450-664-6615 - Bids Office

REQUEST FOR A STANDING OFFER

Regional Master Standing Offer (RMSO)

Canada, as represented by the Minister of the Correctional Service of Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Comments :

Vendor/Firm Name and Address :

Telephone # : _____

Fax # : _____

Email : _____

GST # or SIN or Business # : _____

Title: Laboratory services or sampler(s) (workforce) services or both services	
Solicitation No. 21301-22-3753813	Date: March 16 th , 2021
Client Reference No. : 21301-22-3753813	
GETS Reference No. PW-21-00950180	
Solicitation Closes At : 2:00 PM On : March 31st, 2021	Time Zone Eastern Daylight Time (EDT)
Delivery Required : See herein	
F.O.B. Plant : _____ Destination : X Other : _____	
Address Enquiries to : Isabelle Gravel Contracting and Procurement Regional Officer Isabelle.Gravel@csc-scc.gc.ca	
Telephone No : 450-661-9550 ext. 3300	Fax No.: 450-664-6626
Destination of Goods, Services and Construction: Multiple as per call-up	
Security This request for a Standing Offer does not include provisions for security.	

Instructions: See Herein

Name and title of person authorized to sign on behalf of Vendor/Firm

Name Title

Signature Date

(Sign and return cover page with offer)



TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

1. Introduction
2. Summary
3. Revision of Department name
4. Debriefings
5. Procurement Ombudsman

PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions
2. Submission of Offers
3. Former Public Servant
4. Enquiries - Request for Standing Offer
5. Applicable Laws

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures
2. Basis of Selection

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

1. Certifications Precedent to Issuance of a Standing Offer and Additional Information

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer
2. Institutional Access Requirements
3. Standard Clauses and Conditions
4. Term of Standing Offer
5. Authorities
6. Proactive Disclosure of Contracts with Former Public Servants
7. Identified Users
8. Call-up Procedures
9. Call-up Instrument
10. Limitation of Call-ups
11. Financial Limitation
12. Priority of Documents
13. Certifications and Additional Information
14. Applicable Laws



B. RESULTING CONTRACT CLAUSES

1. Statement of Work
2. Standard Clauses and Conditions
3. Term of Contract
4. Proactive Disclosure of Contracts with Former Public Servants
5. Payment
6. Invoicing Instructions
7. Insurance – Specific Requirements
8. Ownership Control
9. Closure of Government Facilities
10. Tuberculosis Testing
11. Compliance with CSC Policies
12. Health and Labour Conditions
13. Identification Protocol Responsibilities
14. Dispute Resolution Services
15. Contract Administration
16. Privacy
17. Information Guide for Contractors

List of Annexes:

- Annex A - Statement of Work
- Annex B - Basis of Payment
- Annex C - Insurance Requirements
- Annex D - Evaluation Criteria



PART 1 - GENERAL INFORMATION

1. Introduction

The Request for Standing Offer (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides Offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, 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 Insurance Requirements: includes specific requirements that must be addressed by Offerors; and
- Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:
 - 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
 - 7B, includes the clauses and conditions, which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, the Basis of Payment and any other annexes.

2. Summary

The Correctional Service of Canada (CSC) requests to obtain the services of a specialized laboratory, accredited, to perform analysis of screening tests for COVID-19 and/or the services for sampler (workforce) to perform screening tests for COVID-19 for its employees through the health care department for all establishments of the Quebec Region. Without limitation and on a need only basis, the contractor must be able to provide the screening test using the PCR method.

In light of the current pandemic, according to operational needs and in order to limit and manage the adverse effects of this COVID-19 pandemic on its correctional operations, the CSC has a requirement to test its employees.

The Work is to be performed during the period of one (1) year from the award with the option to renew for one (1) additional six (6)-month period.

Offerors may submit an offer for one or the other of the two following services or a single offer for both services:

The accredited specialized laboratory services;
The sampler services.

Several standing offers may be issued further to this process.



3. Revision of Departmental Name

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

4. Debriefings

Offerors may request a debriefing on the results of the request for Standing Offer process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for Standing Offer process. The debriefing may be in writing, by telephone or in person.

5. Procurement Ombudsman

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an impartial, independent venue for Canadian bidders to raise complaints regarding the award of certain federal contracts under \$26,400 for goods and \$105,700 for services. If you have concerns regarding the award of a federal contract below these dollar amounts, you may contact OPO by e-mail at [the Office of the Procurement Ombudsman email address](#), by telephone at 1-866-734-5169, or by web at [the Office of the Procurement Ombudsman website](#). For more information on OPO's services or to determine if your concerns are within the Ombudsman's mandate, please see the [Procurement Ombudsman Regulations](#) or visit the [OPO website](#).



PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

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

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The 2006 (2020-05-28) Standard Instructions - Request for Standing Offer - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

2. Submission of Offers

Offerors must submit their offer only to Correctional Service of Canada (CSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the request for standing offer.

CSC recommends that offerors submit their response to the requirements of this request for standing offer in typewritten format.

Offerors must ensure that any handwritten information included in their offer is clearly legible in order to allow CSC to complete the offer evaluation. CSC reserves the right, at its sole and entire discretion, to disregard any handwritten information which it determines to be illegible when assessing whether offers comply with all of the requirements of the request for standing offer including, if applicable, any and all evaluation criteria.

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, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror 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 offer 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 Offeror a FPS in receipt of a pension?

YES () NO ()

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

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

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

Work Force Adjustment Directive

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

YES () NO ()

If so, the Offeror must provide the following information:

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



4. Enquiries - Request for Standing Offer

All enquiries must be submitted in writing to the Standing Offer Authority no later than five (5) business days before the Request for Standing Offer (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by Offerors 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 Offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Offerors. Enquiries not submitted in a form that can be distributed to all Offerors may not be answered by Canada.

5. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Quebec.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 Offerors.



PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

- If the Offeror chooses to submit its bid electronically, the bid must be gathered per section and separated as follows:

Section I: Technical Offer: **one (1) electronic copy in PDF format**
Section II: Financial Offer: **one (1) electronic copy in PDF format.**
Section III: Certifications: **one (1) electronic copy in PDF format**

- If the Offeror chooses to submit its bid in hard copies, CSC requests that Offeror submits its bid in separately bound sections as follows.

Section I: Technical Offer: **one (1) hard copy.**
Section II: Financial Offer: **one (1) hard copy.**
Section III: Certifications: **one (1) hard copy.**

- If the Offeror is simultaneously providing copies of its bid using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy, the wording of the electronic copy will have priority over the wording of the other copies.

Offerors are requested to submit their Financial Offer in an envelope separate from their technical offer.

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

CSC requests that Offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offer.

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

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



Section I: Technical Offer

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

Section II: Financial Offer

Offerors must submit their financial offer in accordance with Annex B, Basis of Payment. The total amount of Applicable Taxes must be shown separately.

Section III: Certifications

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



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of CSC will evaluate the offers.

1.1. Technical Evaluation

1.1.1 Mandatory Technical Criteria

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

1.2 Financial Evaluation

1.2.1 Evaluation of Price - Offer

The price of the offer will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

Offers containing a financial offer other than the one requested at **Article 3. Section II: Financial Offer of PART 3 – OFFER PREPARATION INSTRUCTIONS** will be declared non-compliant.

2. Basis of Selection

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with **the lowest evaluated price by article** will be recommended for issuance of a standing offer.

In the event of a tie regarding the lowest evaluated price by article between Offerors, the Standing Offer will be awarded to the Offeror holding the certificate of accreditation to ISO 15189.

If there are two responsive bids are equal to level lowest evaluated price by article and have the certificate of ISO 15189 accreditation, the Standing Offer's will be award as follows:

Bid submitted by mail or Email : the responsive bid was received first according to the date and time stamped indicated by the bid receiving Unit on the envelope containing the offer or depending to the date and time the bidder transmitted the email to the generic email address for receiving bids.

Several standing offers may be issued further to this process.



PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional information to be issued a Standing Offer.

The certifications provided by Offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default, if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

1. Certifications Precedent to the Issuance of a Standing Offer and Additional Information

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

1.1 Integrity Provisions – Declaration of Convicted Offenses

- A) Subject to subsection B, by submitting an offer in response to this request for standing offer (RFSO), the Offeror certifies that:
- i. it has read and understands the Ineligibility and Suspension Policy;
 - ii. it understands that certain domestic and foreign criminal charges and convictions, and other circumstances, as described in the Policy, will or may result in a determination of ineligibility or suspension under the Policy;
 - iii. it is aware that Canada may request additional information, certifications, and validations from the Offeror or a third party for purposes of making a determination of ineligibility or suspension;
 - iv. it has provided with its bid a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offenses in the Policy;
 - v. none of the domestic criminal offenses, and other circumstances, described in the Policy that will or may result in a determination of ineligibility or suspension, apply to it, its affiliates and proposed first tier subcontractors; and
 - vi. it is not aware of a determination of ineligibility or suspension issued by PWGSC that applies to it.



- B) Where an Offeror is unable to provide any of the certifications required by subsection A, it must submit with its offer the completed [Integrity Declaration Form](#). Offerors must submit this form to Correctional Service of Canada with their offer.

1.2 Integrity Provisions – Required documentation

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

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

List of Names:

_____	_____
_____	_____
_____	_____
_____	_____

OR

- The Offeror is a partnership

During the evaluation of offers, the Offeror must, within 10 working days, inform the Contracting Authority in writing of any changes affecting the list of names submitted with the offer.

1.3 Language Requirements - Bilingual

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

1.4 Certification:

By submitting an offer, the Offeror certifies that the information submitted by the Offeror in response to the above requirements is accurate and complete.



PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

- 1.1 The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex A.

2. Institutional Access Requirements

- 2.1 NIL security screening required as there is no access to sensitive information or assets. Contractor personnel will be escorted at all times by Correctional Service Canada personnel or those authorized by CSC on its behalf. CSC has developed very stringent internal policies to ensure that the security of institutional operations is not compromised.
- 2.2 Contractor personnel must adhere to institutional requirements for the conduct of searches by Correctional Service Canada prior to admittance to the institution/site. Correctional Service Canada reserves the right to deny access to any institution/site or part thereof of any Contractor personnel, at any time.

3. Standard Clauses and Conditions

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

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

3.1 General Conditions

2005 (2017-06-21) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

4. Term of Standing Offer

4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from the award for a period of one (1) year (12 months) with one option to renew for one (1) additional six (6)-month period.

4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional **one (1) additional period of six (6) months** under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.



The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority thirty (30) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

5. Authorities

5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Isabelle Gravel
Title: Contracting and Procurement Regional Officer
Correctional Service of Canada
Branch or Directorate: Material Management Directorate
Telephone: (450) 661-9550, ext. 3300
Facsimile: (450) 664-6626
E-mail address: Isabelle.Gravel@csc-scc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, they are responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

5.2 Project Authority *(will be completed upon the Standing Offer’s award)*

The Project Authority for the Standing Offer is:

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____ - ____ - _____
Facsimile: ____ - ____ - _____
E-mail address: _____

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up under the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.



5.3 Offeror's Representative (to complete)

The Offeror's Representative for the Standing Offer is:

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: _____ - _____ - _____

Facsimile: _____ - _____ - _____

E-mail address: _____

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. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is:

Correctional Service of Canada
Quebec Region.

8. Call-up Procedures

N/A

9. Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the Call-up Against a Standing Offer form or an electronic version.

10. Limitation of Call-ups

I Individual call-ups against the Standing Offer must not exceed \$ _____ ***(will be completed upon the Standing Offer's award)*** (Applicable Taxes included).



11. Financial Limitation

The total cost to Canada resulting from call-ups against the Standing Offer must not exceed the sum of \$_____ (*will be completed upon the Standing Offer's award*) (Applicable Taxes excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call-ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or three (3) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

12. 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 call-up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2017-06-21), General Conditions - Standing Offers - Goods or Services
- d) Annex A, Statement of Work;
- e) Annex B, Basis of Payment;
- f) Annex C, Insurance Requirements;
- g) the Offeror's offer dated _____ (*will be completed upon the Standing Offer's award*)

13. Certifications and Additional Information

13.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

14. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Quebec.



B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

1. Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

2. Standard Clauses and Conditions

2.1 General Conditions

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

3. Term of Contract

3.1 Period of the Contract

The work must be completed in accordance with the call-up against the Standing Offer.

4. 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.

5. Payment

5.1 Basis of Payment

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

5.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____. ***(will be completed upon the Standing Offer's award)*** Customs duties are included, and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:



- a. when it is 75% committed, or
- b. four months before the contract expiry date, or
- c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

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

5.3 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.

5.4 SACC Manual Clauses

SACC Manual clause A9117C (2007-11-30), T1204 - Direct Request by Customer Department
SACC Manual clause C0710C (2007-11-30), Time and Contract Price Verification
SACC Manual clause C0705C (2010-01-11), Discretionary Audit

5.5 Travel and Living Expenses

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

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

All payments are subject to government audit.

Estimated Cost: \$ _____. *(will be completed upon the Standing Offer's award)*



5.6 Electronic Payment of Invoices – Contract

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

- (a) MasterCard Acquisition Card;
- (b) Direct Deposit (Domestic and International).

6. Invoicing Instructions

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

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
 - b. a copy of the release document and any other documents as specified in the Contract;
 - c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
2. Invoices must be distributed as follows:
 - . The original and one (1) copy must be forwarded to the following address for certification and payment.

Quebec Regional Headquarters

4 Laval Place, Suite 400

To the attention of : Regional Director, Health Services

Laval, QC

H7N 5Y3

7. Insurance – Specific Requirements

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

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

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



8. Ownership Control

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

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

9. Closure of Government Facilities

- 9.1 Contractor personnel are employees of the Contractor and are paid by the Contractor on the basis of services rendered. Where the Contractor or the Contractor's employees are providing services on government premises pursuant to this Contract and the said premises become non accessible due to evacuation or closure of government facilities, and consequently no Work is being performed as a result of the closure, Canada will not be liable for payment to the Contractor for the period of closure.
- 9.2 Contractors working at CSC sites should be aware that they may be faced with delay or refusal of entry to certain areas at certain times even if prior arrangements for access may have been made. Contractors are advised to call in advance of travel to ensure that planned access is still available.

10. Tuberculosis Testing

- 10.1 It is a condition of this contract that the Contractor or any employees of the Contractor who require entry into a Correctional Service of Canada Institution to fulfill the conditions of the contract may, at the sole discretion of the Warden, be required to provide proof of and results of a recent tuberculin test for the purpose of determining their TB infection status.
- 10.2 Failure to provide proof of and results of a tuberculin test may result in the termination of the contract.
- 10.3 All costs related to such testing will be at the sole expense of the Contractor.



11. Compliance with CSC Policies

- 11.1 The Contractor agrees that its officers, servants, agents and subcontractors will comply with all regulations and policies in force at the site where the work covered by this contract is to be performed.
- 11.2 Unless otherwise provided in the contract, the Contractor must obtain all permits and hold all certificates and licenses required for the performance of the Work.
- 11.3 Details on existing CSC policies can be found on the [CSC website](#) or any other CSC web page designated for such purpose.

12. Health and Labour Conditions

- 12.1 In this section, "Public Entity" means the municipal, provincial or federal government body authorized to enforce any laws concerning health and labour applicable to the performance of the Work or any part thereof.
- 12.2 The Contractor must comply with all laws concerning health and labour conditions applicable to the performance of the Work or part thereof and must also require compliance of same by all its subcontractors when applicable.
- 12.3 The Contractor upon any request for information or inspection dealing with the Work by an authorized representative of a Public Entity must forthwith notify the Project Authority or Her Majesty.
- 12.4 Evidence of compliance with laws applicable to the performance of the Work or part thereof by either the Contractor or its subcontractor must be furnished by the Contractor to the Project Authority or Her Majesty at such time as the Project Authority or Her Majesty may reasonably request."

13. Identification Protocol Responsibilities

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

- 13.1 During the performance of any Work at a Government of Canada site, the Contractor and each Contractor Representative must be clearly identified as such at all times;
- 13.2 During attendance at any meeting, the Contractor or Contractor Representatives must identify themselves as such to all meeting participants;
- 13.3 If the Contractor or a Contractor Representative requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify himself as the Contractor or an agent or subcontractor of the Contractor in all electronic mail in the signature block as well as under the e-mail account Properties. This identification protocol must also be used in all other correspondence, communication, and documentation; and
- 13.4 If Canada determines that the Contractor is not complying with any of the obligations stated in this article, Canada will advise the Contractor and request that the Contractor implement, without delay, appropriate corrective measures to eliminate recurrence of the problem.



14. Dispute Resolution Services

The Parties agree to make every reasonable effort, in good faith, to settle amicably all disputes or claims relating to the Contract, through negotiations between the Parties' representatives authorized to settle. If the Parties do not reach a settlement within 25 working days after the dispute was initially raised to the other party in writing, either Party may contact the Office of the Procurement Ombudsman (OPO) to request dispute resolution/mediation services. OPO may be contacted by e-mail at [the Office of the Procurement Ombudsman email address](#), by telephone at 1-866-734-5169, or by web at [the Office of the Procurement Ombudsman website](#). For more information on OPO's services, please see the [Procurement Ombudsman Regulations](#) or visit [the Office of the Procurement Ombudsman website](#).

15. Contract Administration

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an impartial, independent venue for Canadian bidders to raise complaints regarding the administration of certain federal contracts, regardless of dollar value. If you have concerns regarding the administration of a federal contract, you may contact OPO by e-mail at [the Office of the Procurement Ombudsman email address](#), by telephone at 1-866-734-5169, or by web [the Office of the Procurement Ombudsman website](#). For more information on OPO's services, please see the [Procurement Ombudsman Regulations](#) or visit [the Office of the Procurement Ombudsman website](#).

16. Privacy

16.1 The Contractor acknowledges that Canada is bound by the Privacy Act, R.S.C. 1985, c. P-21, with respect to the protection of personal information as defined in that Act. The Contractor must keep private and confidential any such personal information collected, created or handled by the Contractor under the Contract, and must not use, copy, disclose, dispose of or destroy such personal information except in accordance with this clause and the delivery provisions of the Contract.

16.2 All such personal information is the property of Canada, and the Contractor must have no right in or to that information. The Contractor must deliver to Canada all such personal information in whatever form, including all copies, drafts, working papers, notes, memoranda, reports, data in machine-readable format or otherwise, and documentation which have been made or obtained in relation to this Contract, upon the completion or termination of the Contract, or at such earlier time as the Minister may request. Upon delivery of the personal information to Canada, the Contractor must have no right to retain that information in any form and must ensure that no record of the personal information remains in the Contractor's possession.

17. Information Guide for Contractors

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



ANNEX A - STATEMENT OF WORK

1. Introduction

The Correctional Service of Canada (CSC) requests to obtain the services of a specialized laboratory, accredited, to perform analysis of screening tests for COVID-19 and/or the services for sampler (workforce) to perform screening tests for COVID-19 for its employees through the health care department for all establishments of the Quebec Region. Without limitation and on a need only basis, the contractor must be able to provide the screening test using the PCR method.

2. Context

Given the current pandemic, according to operational needs and in order to limit and manage the adverse effects of this COVID-19 pandemic on its correctional operations, the CSC wishes to test its employees.

3. Objectives

The present request is divided into two parts: a = Laboratory and supplies and b = Samplers (workforce)

a) Laboratory services and supplies :

As and when needed this part aims to retain the services of a laboratory accredited to perform the analysis of screening tests for COVID-19 and as well as to obtain the supply of screening test for COVID-19 for Correctional Service Canada employees in the Quebec region in accordance with generally recognized and accepted standards.

b) Sampler (s) (workforce) :

CSC has its own team of samplers but in the event of additional requirement; as and when needed this part aims to obtain the services of sampler (s) to perform screening tests for COVID-19 on employees of Correctional Service Canada in the Quebec region.

The needs concern the following 3 zones and establishments :

Zone 1:

Regional pharmacy located at 5492, boul. Lévesque East, Laval (Quebec) H7C 1N7

*Federal Training Center (Multi.) located at 6099, boulevard Lévesque Est, Laval (Quebec)
H7C 1P1*

Federal Training Center (Min.) located at 600, Montée Saint-François, Laval (Quebec) H7C 1S5

Donnacona Institution located at 1537, route 138, Donnacona (Quebec) G3M 1C9

Joliette Institution located at 400, rue Marsolais, Joliette (Québec) J6E 8V4

Regional Mental Health Center (RMHC) located at 242, Boulevard Gibson, Sainte-Anne-des-Plaines (Quebec) J0N 1H0 - Units 1B, 1C, 2B, 2C and 2D

Archambault Institution (Med.) Located at 242, Boulevard Gibson, Sainte-Anne-des-Plaines (Québec) J0N 1H0



Zone 1 (continued):

Archambault Institution (Min.) Located at 244, Boulevard Gibson, Sainte-Anne-des-Plaines (Québec) J0N 1H0

Regional Reception Center located at 246 Boulevard Gibson, Sainte-Anne-des-Plaines (Quebec) J0N 1H0

Drummond Institution located at 2025, boulevard Jean-de-Brébeuf, Drummondville (Québec) J2B 7Z6

Cowansville Institution located at 400 avenue Fordyce, Cowansville (Quebec) J2K 3N7

Montreal-Metro / East-West District

CCC Martineau located at 10345, boul. Saint-Laurent, Montreal (Quebec) H3L 2P1

CCC Hochelaga located at 6905 rue Hochelaga, Montreal, (Quebec) H1N 1Y9

CCC Laferrière located at 955-C, boul. Michèle-Bohec, Blainville (Quebec) J7C 5J6

CCC Marcel Caron located at 825 rue Kirouac, Québec (Quebec) G1N 2J7

CCC Ogilvy located at 435 rue Ogilvy, Montreal (Quebec) H3N 1M3

CCC Sherbrooke located at 2190 rue Sherbrooke Est, Montreal, (Quebec) H2K 1C7

Zone 2:

La Macaza Institution located at 321 airport road, La Macaza (Quebec) J0T 1R0

Zone 3:

Port-Cartier Institution located at 1 Chemin de l'Airport, Port-Cartier (Quebec) G5B 2W2

4. Performance standards

The contractor and his staff must perform the work according to standards recognized by the profession and in accordance with the guidelines established by the Quebec Health Services.

5. Tasks

The contractor must provide, as and when required, the services of a specialized laboratory, accredited to perform analysis for tests of screening COVID-19 and/or the services of sampler (s) to perform screening tests for COVID-19 on employees of all establishments in the Quebec Region.

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



a) Laboratory services and Supplies :

The contractor must offer laboratory analysis services accompanied by COVID-19 screening tests without being limited to the tests currently being carried out using the PCR method.

The contractor must have a transportation system and organize the collection of samples for COVID-19 tests in collaboration with the project manager of each of the establishments in accordance with laboratory standards. The Contractor must include transportation equipment, label supply, and hazardous material packaging as required.

The contractor must be able to collect and analyse all appropriate COVID-19 test samples and provide the results within a maximum of 48 hours. If results are within the normal / positive range and in compliance with the standards established by the Public Health Services of the Quebec region, the contractor shall ensure that the appropriate reports regarding the provision of analytical services in COVID-19 testing laboratory be drafted.

The contractor must make himself available to the project managers of each of the establishments to provide them with the information, intelligence and results related to the collection of COVID-19 screening tests as required. The method of data transmission (telephone, fax, secure email, etc.) will be established between the project manager of each establishment and the contractor.

The contractor must maintain a quality assurance program and provide the required reports to the health services representative to support their accreditation and CSC's quality assurance process, for example, proof of accreditation status.

AND

The contractor may be called upon to provide testing for COVID-19. Without limitation, although at this time PCR testing is being considered, CSC reserves the right to add new testing. The addition of these tests will be in the form of an amendment and the price will be subject to negotiation between the CSC contracting officer and the contractor.

b) Samplers (Workforce):

The Contractor must perform COVID-19 testing without limitation, using the PCR screening method, in the form of an institutional clinic, as listed in Section 3 - Objective. These clinics are determined in advance between the project manager of each of the institutions and the contractor, but cannot be scheduled for more than 24 hours following the call from the project manager.

The contractor must provide sampler (s), the number of which will be established in collaboration with the project manager of each of the establishments and the contractor according to the minimum performance established by the CSC which appear in section 9 - Deliverables.

The contractor must provide the sampler (s) who must travel to CSC establishments in order to perform COVID-19 screening tests all the personal protective equipment (PPE) according to the instructions and standards established in terms of security.

Although most of the time the various forms will be completed by CSC staff, the contractor may have to provide the various forms to the sampler (s) and they may be required to complete them. These needs are determined in advance between the project manager of each of the establishments and the contractor.



6. Place of work

a) Laboratory services and Supplies:

- The contractor must perform the analysis of the screening tests on his premises.
- As and when required, the contractor must store and deliver COVID-19 testing supplies.

b) Samplers (Workforce) :

The contractor must perform screening tests for COVID-19 for CSC employees in the Quebec region in the establishments listed in section 3 - Objective.

Travel: Travel costs, if applicable, are provided for the execution of work related to this standing offer and subsequent contracts.

7. Security

7.1 The CSC Project Authority and Security Officers must pre-approve any equipment, including communications devices that the Contractor wishes to bring to the facility.

7.2 **Prohibited Items:** The Contractor must ensure that all resources (including the Contractor himself and his deputies) who provide services directly or indirectly under this Agreement are aware of Section 3 of the Corrections and Conditional Release Regulations and Commissioner's Directive 060 - Code of Discipline.

The entrepreneur and his successors must not enter into a relationship, personally or as an employer, with an offender. The Contractor or his replacements are prohibited from giving or receiving objects from an offender. These items include, but are not limited to, the following: cigarettes, toiletries, hobby items, drugs, alcohol, letters received or sent by offenders, money, and weapons or items that can be used as weapons. Anyone found responsible for providing unauthorized or prohibited items to offenders may be subject to immediate discharge from the institution or to criminal charges, or both. Such violations could result in termination of the contract by Canada in accordance with the provisions relating to the default.

7.3 The Contractor shall comply with the institution's security requirements which may vary depending on the activities of the offenders. The contractor may face delays or be denied entry to certain areas at times, even if access arrangements have been made in advance.

7.4 Employees will be considered as visitors and will be escorted and monitored.

The Contractor must provide the names to the CSC representative and a request for access to the facility will be validated by the Correctional Service of Canada.

As a visitor to a CSC correctional facility, team members and the contractor will be required to comply with the institution's security requirements which may vary depending on inmate activities. Team members as well as the contractor may face delays or be denied entry to certain areas at times, even if access arrangements have been made in advance.



8. Language of work

Services must be provided in French or English, depending on the patient's language of choice.

9. Deliverables

The contractor must provide the results of the laboratory screening test analysis to each site, by telephone, fax, secure email, etc., according to the method and within the established timeframes, no later than 48 hours afterwards, between the person in charge of the project of each of the establishments and the contractor.

The contractor shall ensure that all invoices for services rendered include the facility code and that they are submitted monthly to the regional project manager. Without limitation, invoices must indicate the number of tests, the number of hours performed by the sampler (s) and the dates of pick-ups. Additional information may be requested.

The sampler (s) must provide a minimum output of 32 patients per 4-hour clinic. Minimum return is based on optimal conditions and under circumstances where the forms are nearly all filled. If the sampler (s) have to fill out forms, the project manager of each of the establishments can ensure that the members of the team are informed of the minimum return that is expected.

All material and logistics necessary to perform the services will be provided by the Contractor. This includes, but is not limited to, personal protective equipment (PPE) for samplers, and means of transport, etc. When necessary and as needed, kits for screening tests (currently PCR), swabs, etc.

10. Schedule

Clinic schedules will be determined in consultation with the project manager for each facility, at least 24 hours in advance, as needed.

Possibility of service schedule	
Days available	Hours of availability
Sunday to Saturday (7 days / week)	8:00 a.m. to 9:00 p.m.

Cancellation

If a screening clinic is scheduled and should be canceled, CSC will provide 24 hours notice to the contractor. It is understood that in this condition the contractor will not charge any costs to CSC.



11. Constraints

a) Work in a correctional environment. Observe the safety instructions established at CSC and those of the establishment.

b) Laboratory service practices in CSC institutions should generally be consistent with community practice in this area; however, as care is provided in a prison setting as part of this application, there are some differences in practice. CSC establishes policies and guidelines to limit resources in relation to these differences.

c) Confidentiality

Pursuant to the confidentiality provisions of the Standing Offer and resulting contracts, the Contractor must not contact the media regarding laboratory services provided to CSC. The Contractor must inform the Project Authority immediately if a media representative has contacted them regarding laboratory services provided to CSC.

12. Support for the entrepreneur

The premises of the CSC will be used for the samples.

CSC will ensure the supply of supplies (screening tests) and equipment (premises) necessary for the provision of services, as established and approved by the project manager of each of the institutions. When the contractor must provide supplies (screening tests) via the sampler, the project manager of each establishment will notify the contractor.



ANNEX B PROPOSED - BASIS OF PAYMENT

The Contractor will be paid in accordance with the following Basis of Payment for work performed under the Standing Offer and resulting contracts. The inclusion of volume data in this document does not constitute a commitment by Canada to use the services in accordance with such data.

The following Basis of Payment will apply to any call-ups issued under the Standing Offer.

1. Services provided at hourly rates and unit prices:

For the provision of the services requested by Canada, Canada will pay the Contractor, up to the maximum price, the hours actually worked and any resulting deliverable in accordance with the hourly rates and firm all-inclusive unit prices set out in this annex, applicable taxes extra.

The contractor must check the box (es) below, indicating for which zone (s) he is submitting a price:

- Zone 1 - Consult the list of establishments in section 3. Objective;
- Zone 2 - La Macaza institution located at 321 chemin de l'aéroport, La Macaza (QC) J0T 1R0;
- Zone 3 - Port-Cartier institution located at 1 chemin de l'aéroport, Port-Cartier (QC) G5B 2W2.

* In the event of a discrepancy between the above information and the information identified in the unit price table (s), the information contained in the unit price list (s) will take effect.

Offerors may submit an offer for one or the other of the two following services or a single offer for both services:

- The accredited specialized laboratory services;
- The sampler services.

IMPORTANT: The contractor may bid for **one or more zones**, depending on his ability to serve the designated zone (s). The contractor must provide prices for Part A **or** Part B **or** Part A and B for the firm period and the optional period. Several standing offers may be issued further to this process.

2. Option to extend the period of the standing offer

Subject to the exercise of the option to extend the period of the Standing Offer, in accordance with Article 4.2 of the Initial Standing Offer, Options to Extend the Standing Offer, the Contractor will be paid the hourly rates and firm all-inclusive unit prices, according to the following table, applicable taxes extra, to perform all work and services required in relation to any call-up issued following the extension of the standing offer.



3. Applicable taxes

In the Standing Offer, all prices and amounts do not include applicable taxes, depending on the case, unless otherwise specified. Applicable taxes are in addition to the quoted price and will be paid by Canada.

4. Electronic bill payment - offer

Canada requests that bidders complete one of the following options:

a) Government of Canada acquisition cards (credit cards) **will be accepted** for payment of call-ups against the Standing Offer.

The following credit cards have been accepted: Master Card: _____

b) Government of Canada purchasing cards (credit cards) **will not be accepted** for payment of call-ups against the Standing Offer.

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

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



Zone 1 - Consult the list of establishments in section 3. Objective

Period of the Standing Offer

12 month period from grant

For the provision of laboratory analysis services described in paragraph 5 point **a) laboratory services and supplies** of Annex A - Statement of Work, the Contractor will be paid at the **firm all inclusive unit rate per test** set out in Table A) in the framework of this contract. Applicable taxes are extra.

a) Laboratory services and supplies :

TABLE A)			
DESCRIPTION	CLOSED RATE ALL INCLUSIVE A	ESTIMATED LEVEL OF EFFORT B	TOTAL (in \$ CA) A x B = C C
RATE – LABORATORY SERVICES (Maximum acceptable 70.00\$)			
Cost per PCR test including transport and other costs	_____ \$ Per test	Maximum of 10 000 tests	_____ \$
DESCRIPTION	CLOSED RATE ALL INCLUSIVE A	ESTIMATED LEVEL OF EFFORT B	TOTAL (in \$ CA) A x B = C C
RATE – SUPPLIES (Maximum acceptable 10.00\$)			
Cost per PCR kit	_____ \$ Per kit	Maximum of 10 000 kits	_____ \$
TOTAL FOR LABORATORY SERVICES AND SUPPLIES			_____ \$

* The estimated level of effort is for evaluation. Quantities may be changed at grant.

Note: The rate per kit is a firm rate that includes all other costs related to the presentation of the service. No additional costs will be paid (transport, administration, etc.).



Zone 1 - Period of the Standing Offer (continued)

b) Samplers (Workforce) :

For the provision of the sampler (s) services described in paragraph 5 point **b) Samplers (Workforce)** of Annex A - Statement of Work, the contractor will be paid according to the firm all-inclusive hourly rate shown in Table B) in the framework of this contract. Applicable taxes are extra.

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

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

All payments are subject to government verification.

Limit of expenses for travel expenses **10 000.00 \$**.

TABLE B)			
DESCRIPTION	CLOSED RATE ALL INCLUSIVE A	ESTIMATED LEVEL OF EFFORT B	TOTAL (in \$ CA) A x B = C
RATE Maximum acceptable 90.00\$ / hour			
Hourly rate per sampler	_____ \$ Per sampler/per hour	Maximum of 900 hours	_____ \$
TOTAL FOR SAMPLERS FEES			_____ \$
TRAVEL AND LIVING COSTS			
Travel costs per km, between the resource's home and the institution.	According to the Travel Directive of the National Joint Council	According to operational needs	<u>10 000.00 \$</u> <i>Maximum</i>
TOTAL FOR SAMPLERS FEES AND TRAVEL EXPENSES			_____ \$
GRAND TOTAL FOR THE STANDING OFFER PERIOD TABLE A) + B)			_____ \$

** The estimated level of effort is for evaluation. Quantities may be changed at grant.*

Only the services rendered will be paid.



Zone 1 - Consult the list of establishments in section 3. Objective

Optional period : 6 months

For the provision of laboratory analysis services described in paragraph 5 point a) **Laboratory services and supplies** of Annex A - Statement of Work, the Contractor will be paid at the **firm all inclusive unit rate per test** set out in Table A) in the framework of this contract. Applicable taxes are extra.

a) Laboratory services and supplies:

TABLE A)			
DESCRIPTION	CLOSED RATE ALL INCLUSIVE A	ESTIMATED LEVEL OF EFFORT B	TOTAL (in \$ CA) A x B = C C
RATE – LABORATORY SERVICES (Maximum acceptable 70.00\$)			
Cost per PCR test including transport and other costs	_____ \$ Per test	Maximum of 5 000 tests	_____ \$
DESCRIPTION	CLOSED RATE ALL INCLUSIVE A	ESTIMATED LEVEL OF EFFORT B	TOTAL (in \$ CA) A x B = C C
RATE – SUPPLIES (Maximum acceptable 10.00\$)			
Cost per PCR kit	_____ \$ Per kit	Maximum of 5 000 kits	_____ \$
TOTAL FOR LABORATORY SERVICES AND SUPPLIES			_____ \$

* The estimated level of effort is for evaluation. Quantities may be changed at grant.

Note: The rate per kit is a firm rate that includes all other costs related to the presentation of the service. No additional costs will be paid (transport, administration, etc.).



Zone 1 - Optional year (continued)

b) Samplers (Workforce) :

For the provision of the sampler (s) services described in paragraph 5 point **b) Samplers (Workforce)** of Annex A - Statement of Work, the contractor will be paid according to the firm all-inclusive hourly rate shown in Table B) in the framework of this contract. Applicable taxes are extra.

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

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

All payments are subject to government verification.

Limit of expenses for travel expenses **5 000.00 \$**.

TABLE B)			
DESCRIPTION	CLOSED RATE ALL INCLUSIVE A	ESTIMATED LEVEL OF EFFORT B	TOTAL (in \$ CA) A x B = C C
RATE Maximum acceptable 90.00\$ / hour			
Hourly rate per sampler	_____ \$ Per sampler/per hour	Maximum of 450 hours	_____ \$
TOTAL FOR SAMPLERS FEES			_____ \$
TRAVEL AND LIVING COSTS			
Travel costs per km, between the resource's home and the institution.	According to the Travel Directive of the National Joint Council	According to operational needs	<u>5 000.00 \$</u> <i>Maximum</i>
TOTAL FOR SAMPLERS FEES AND TRAVEL EXPENSES			_____ \$
GRAND TOTAL FOR THE STANDING OFFER OPTIONAL PERIOD (6 MONTHS) TABLE A) + B)			_____ \$
GRAND TOTAL FOR THE STANDING OFFER PERIOD (12 MONTHS) AND FOR THE OPTIONAL PERIOD (6 MONTHS)			_____ \$

* The estimated level of effort is for evaluation. Quantities may be changed at grant.

Only the services rendered will be paid.



Zone 2 - La Macaza institution located at 321 chemin de l'aéroport, La Macaza (QC) J0T 1R0

Period of the Standing Offer

12-month period from grant

For the provision of laboratory analysis services described in paragraph 5 point **a) Laboratory services and supplies** of Annex A - Statement of Work, the Contractor will be paid at the **firm all inclusive unit rate per test** set out in Table A) in the framework of this contract. Applicable taxes are extra.

a) Laboratory services and supplies :

TABLE A)			
DESCRIPTION	CLOSED RATE ALL INCLUSIVE A	ESTIMATED LEVEL OF EFFORT B	TOTAL (in \$ CA) A x B = C C
RATE – LABORATORY SERVICES (Maximum acceptable 70.00\$)			
Cost per PCR test including transport and other costs	_____ \$ Per test	Maximum of 1 000 tests	_____ \$
DESCRIPTION	CLOSED RATE ALL INCLUSIVE A	ESTIMATED LEVEL OF EFFORT B	TOTAL (in \$ CA) A x B = C C
RATE – SUPPLIES (Maximum acceptable 10.00\$)			
Cost per PCR kit	_____ \$ Per kit	Maximum of 1 000 kits	_____ \$
TOTAL FOR LABORATORY SERVICES AND SUPPLIES			_____ \$

* The estimated level of effort is for evaluation. Quantities may be changed at grant.

Note: The rate per kit is a firm rate that includes all other costs related to the presentation of the service. No additional costs will be paid (transport, administration, etc.).



Zone 2 - Period of the Standing Offer (continued)

b) Samplers (Workforce) :

For the provision of the sampler (s) services described in paragraph 5 point **b) Samplers (Workforce)** of Annex A - Statement of Work, the contractor will be paid according to the firm all-inclusive hourly rate shown in Table B) in the framework of this contract. Applicable taxes are extra.

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

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

All payments are subject to government verification.

Limit of expenses for travel expenses **4,000.00 \$**.

TABLE B)			
DESCRIPTION	CLOSED RATE ALL INCLUSIVE A	ESTIMATED LEVEL OF EFFORT B	TOTAL (in \$ CA) A x B = C C
RATE Maximum acceptable 90.00\$ / hour			
Hourly rate per sampler	_____ \$ Per sampler/per hour	Maximum of 100 hours	_____ \$
TOTAL FOR SAMPLERS FEES			_____ \$
TRAVEL AND LIVING COSTS			
Travel costs per km, between the resource's home and the institution.	According to the Travel Directive of the National Joint Council	According to operational needs	<u>4 000.00 \$</u> <i>Maximum</i>
TOTAL FOR SAMPLERS FEES AND TRAVEL EXPENSES			_____ \$
GRAND TOTAL FOR THE STANDING OFFER PERIOD TABLE A) + B)			_____ \$

** The estimated level of effort is for evaluation. Quantities may be changed at grant.*

Only the services rendered will be paid.



Zone 2 - La Macaza institution located at 321 chemin de l'aéroport, La Macaza (QC) J0T 1R0

Optional period : 6 months

For the provision of laboratory analysis services described in paragraph 5 point **a) Laboratory services and supplies** of Annex A - Statement of Work, the Contractor will be paid at the **firm all inclusive unit rate per test** set out in Table A) in the framework of this contract. Applicable taxes are extra.

a) Laboratory services and supplies :

TABLE A)			
DESCRIPTION	CLOSED RATE ALL INCLUSIVE A	ESTIMATED LEVEL OF EFFORT B	TOTAL (in \$ CA) A x B = C C
RATE – LABORATORY SERVICES (Maximum acceptable 70.00\$)			
Cost per PCR test including transport and other costs	_____ \$ Per test	Maximum of 500 tests	_____ \$
DESCRIPTION	CLOSED RATE ALL INCLUSIVE A	ESTIMATED LEVEL OF EFFORT B	TOTAL (in \$ CA) A x B = C C
RATE – SUPPLIES (Maximum acceptable 10.00\$)			
Cost per PCR kit	_____ \$ Per kit	Maximum of 500 kits	_____ \$
TOTAL FOR LABORATORY SERVICES AND SUPPLIES			_____ \$

* The estimated level of effort is for evaluation. Quantities may be changed at grant.

Note: The rate per kit is a firm rate that includes all other costs related to the presentation of the service. No additional costs will be paid (transport, administration, etc.).



Zone 2 - Optional year (continued)

b) Samplers (Workforce) :

For the provision of the sampler (s) services described in paragraph 5 point **b) Samplers (Workforce)** of Annex A - Statement of Work, the contractor will be paid according to the firm all-inclusive hourly rate shown in Table B) in the framework of this contract. Applicable taxes are extra.

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

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

All payments are subject to government verification.

Limit of expenses for travel expenses **2 000.00 \$**.

TABLE B)			
DESCRIPTION	CLOSED RATE ALL INCLUSIVE A	ESTIMATED LEVEL OF EFFORT B	TOTAL (in \$ CA) A x B = C C
RATE Maximum acceptable 90.00\$ / hour			
Hourly rate per sampler	_____ \$ Per sampler/per hour	Maximum of 50 hours	_____ \$
TOTAL FOR SAMPLERS FEES			_____ \$
TRAVEL AND LIVING COSTS			
Travel costs per km, between the resource's home and the institution.	According to the Travel Directive of the National Joint Council	According to operational needs	<u>2 000.00 \$</u> <i>Maximum</i>
TOTAL FOR SAMPLERS FEES AND TRAVEL EXPENSES			_____ \$
GRAND TOTAL FOR THE STANDING OFFER OPTIONAL PERIOD (6 MONTHS) TABLE A) + B)			_____ \$
GRAND TOTAL FOR THE STANDING OFFER PERIOD (12 MONTHS) AND FOR THE OPTIONAL PERIOD (6 MONTHS)			_____ \$

** The estimated level of effort is for evaluation. Quantities may be changed at grant.*

Only the services rendered will be paid.



Zone 3 - Port-Cartier institution located at 1 chemin de l'aéroport, Port-Cartier (QC) G5B 2W2

Period of the Standing Offer

12 month period from grant

For the provision of laboratory analysis services described in paragraph 5 point **a) Laboratory services and supplies** of Annex A - Statement of Work, the Contractor will be paid at the **firm all inclusive unit rate per test** set out in Table A) in the framework of this contract. Applicable taxes are extra.

a) Laboratory services and supplies :

TABLE A)			
DESCRIPTION	CLOSED RATE ALL INCLUSIVE A	ESTIMATED LEVEL OF EFFORT B	TOTAL (in \$ CA) A x B = C C
RATE – LABORATORY SERVICES (Maximum acceptable 70.00\$)			
Cost per PCR test including transport and other costs	_____ \$ Per test	Maximum of 1 000 tests	_____ \$
DESCRIPTION	CLOSED RATE ALL INCLUSIVE A	ESTIMATED LEVEL OF EFFORT B	TOTAL (in \$ CA) A x B = C C
RATE – SUPPLIES (Maximum acceptable 10.00\$)			
Cost per PCR kit	_____ \$ Per kit	Maximum of 1 000 kits	_____ \$
TOTAL FOR LABORATORY SERVICES AND SUPPLIES			_____ \$

* The estimated level of effort is for evaluation. Quantities may be changed at grant.

Note: The rate per kit is a firm rate that includes all other costs related to the presentation of the service. No additional costs will be paid (transport, administration, etc.).



Zone 3 - Period of the Standing Offer (continued)

b) Samplers (Workforce) :

For the provision of the sampler (s) services described in paragraph 5 point **b) Samplers (Workforce)** of Annex A - Statement of Work, the contractor will be paid according to the firm all-inclusive hourly rate shown in Table B) in the framework of this contract. Applicable taxes are extra.

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

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

All payments are subject to government verification.

Limit of expenses for travel expenses **6 000.00 \$**.

TABLE B)			
DESCRIPTION	CLOSED RATE ALL INCLUSIVE A	ESTIMATED LEVEL OF EFFORT B	TOTAL (in \$ CA) A x B = C C
RATE Maximum acceptable 90.00\$ / hour			
Hourly rate per sampler	_____ \$ Per sampler/per hour	Maximum of 100 hours	_____ \$
TOTAL FOR SAMPLERS FEES			_____ \$
TRAVEL AND LIVING COSTS			
Travel costs per km, between the resource's home and the institution.	According to the Travel Directive of the National Joint Council	According to operational needs	<u>6 000.00 \$</u> <i>Maximum</i>
TOTAL FOR SAMPLERS FEES AND TRAVEL EXPENSES			_____ \$
GRAND TOTAL FOR THE STANDING OFFER PERIOD TABLE A) + B)			_____ \$

** The estimated level of effort is for evaluation. Quantities may be changed at grant.*

Only the services rendered will be paid.



Zone 3 - Port-Cartier institution located at 1 chemin de l'aéroport, Port-Cartier (QC) G5B 2W2

Optional period : 6 months

For the provision of laboratory analysis services described in paragraph 5 point a) **Laboratory services and supplies** of Annex A - Statement of Work, the Contractor will be paid at the **firm all inclusive unit rate per test** set out in Table A) in the framework of this contract. Applicable taxes are extra.

a) Laboratory services and supplies :

TABLE A)			
DESCRIPTION	CLOSED RATE ALL INCLUSIVE A	ESTIMATED LEVEL OF EFFORT B	TOTAL (in \$ CA) A x B = C C
RATE – LABORATORY SERVICES (Maximum acceptable 70.00\$)			
Cost per PCR test including transport and other costs	_____ \$ Per test	Maximum of 500 tests	_____ \$
DESCRIPTION	CLOSED RATE ALL INCLUSIVE A	ESTIMATED LEVEL OF EFFORT B	TOTAL (in \$ CA) A x B = C C
RATE – SUPPLIES (Maximum acceptable 10.00\$)			
Cost per PCR kit	_____ \$ Per kit	Maximum of 500 kits	_____ \$
TOTAL FOR LABORATORY SERVICES AND SUPPLIES			_____ \$

* The estimated level of effort is for evaluation. Quantities may be changed at grant.

Note: The rate per kit is a firm rate that includes all other costs related to the presentation of the service. No additional costs will be paid (transport, administration, etc.).



Zone 3 - Optional year (continued)

b) Samplers (Workforce) :

For the provision of the sampler (s) services described in paragraph 5 point **b) Samplers (Workforce)** of Annex A - Statement of Work, the contractor will be paid according to the firm all-inclusive hourly rate shown in Table B) in the framework of this contract. Applicable taxes are extra.

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

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

All payments are subject to government verification.

Limit of expenses for travel expenses **3 000.00 \$**.

TABLE B)			
DESCRIPTION	CLOSED RATE ALL INCLUSIVE A	ESTIMATED LEVEL OF EFFORT B	TOTAL (in \$ CA) A x B = C C
RATE Maximum acceptable 90.00\$ / hour			
Hourly rate per sampler	_____ \$ Per sampler/per hour	Maximum of 50 hours	_____ \$
TOTAL FOR SAMPLERS FEES			_____ \$
TRAVEL AND LIVING COSTS			
Travel costs per km, between the resource's home and the institution.	According to the Travel Directive of the National Joint Council	According to operational needs	<u>3 000.00 \$</u> <i>Maximum</i>
TOTAL FOR SAMPLERS FEES AND TRAVEL EXPENSES			_____ \$
GRAND TOTAL FOR THE STANDING OFFER OPTIONAL PERIOD (6 MONTHS) TABLE A) + B)			_____ \$
GRAND TOTAL FOR THE STANDING OFFER PERIOD (12 MONTHS) AND FOR THE OPTIONAL PERIOD (6 MONTHS)			_____ \$

* The estimated level of effort is for evaluation. Quantities may be changed at grant.

Only the services rendered will be paid.



ANNEX C - INSURANCE REQUIREMENTS

Commercial General Liability Insurance

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



For the province of Quebec, send to:

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

For other provinces and territories, send to:

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

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



ANNEX D - EVALUATION CRITERIA

1.0 Technical Evaluation:

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

- Mandatory Technical Criteria

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

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

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

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

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

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

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

III. References must be presented in this format:

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

1.6 Response Format

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

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

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



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

MANDATORY TECHNICAL CRITERIA – Specialized laboratory services

N°	Mandatory criterias	Bidder Description (include a reference to the bid)	Satisfying (yes/no)
M1	<p>The laboratory must hold a permit in good standing issued by the province where services are to be provide.</p> <p><i>Bidders should provide with their bid a copy of their valid permit.</i></p>		
	TRANSPORT OF SAMPLES		
M2	<p>Certification valid for the road transport of dangerous goods (L.R.O. 1990 chapter D.1) granted by the Quebec Ministry of Transport.</p> <p><i>Provide proof</i></p>		

ASSET – Specialized laboratory services

	<p>Hold ISO 15189 accreditation.</p> <p><i>Provide proof</i></p>		
--	---	--	--