



RETURN BIDS 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 PROPOSAL

Proposal to: Correctional Service Canada

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

Comments :

« THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT »

Vendor/Firm Name and Address :

Telephone # :

Fax #:

Email: _____

GST # or SIN or Business # :

| | |
|--|---|
| Title : Microbiologist services | |
| Solicitation No. 21301-22-3731541 | Date: April 14 th , 2021 |
| Client Reference No. 21301-22-3731541 | |
| GETS Reference No. PW-21--00953064 | |
| Solicitation Closes at : 2:00 PM Eastern Daylight Time (EDT) on : April 29 th , 2021 | |
| F.O.B. Plant: Destination: X Other: | |
| Address Enquiries to: Isabelle Gravel, Regional Contracting Services and Material Management 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: Address : See herein | |
| Instructions: See Herein | |
| Delivery Required : See herein | Delivery Offered: 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 bid proposal) | |



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PART 1 - GENERAL INFORMATION

1. Security Requirement

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

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

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

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

2. Statement of Work

The Work to be performed is detailed under Article 2 of the resulting contract clauses (Part 6).

3. Revision of Departmental Name

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

4. Debriefings

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

5. Procurement Ombudsman

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an 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 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: sixty (60) days

Insert: **Two hundred forty (240) days**

2. Submission of Bids

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

CSC recommends that bidders submit their response to the requirements of this solicitation in typewritten format.

Bidders must ensure that any handwritten information included in their bid is clearly legible in order to allow CSC to complete the bid 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 bids comply with all of the requirements of the bid solicitation including, if applicable, any and all evaluation criteria.

3. Former Public Servants

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to 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 – Bid Solicitation

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

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

5. Applicable Laws

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

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



PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

- If the bidder chooses to submit its bid electronically, CSC requests that bidders provide their bid in separate sections 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**

Bidders should submit their technical bid and financial bid in two (2) separate documents.

- If the bidder chooses to submit its bid in hard copies, CSC requests that bidders provide their 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.**

Bidders should submit their financial bid in an envelope separate from their technical bid.

- If the bidder 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 hard copy will have priority over the wording of the other copies.

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

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

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

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

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



2. Section I: Technical Bid

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

3. Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment detailed in Annex B - Proposed Basis of Payment. The total amount of Applicable Taxes must be shown separately.

See Annex B – Proposed Basis of Payment for the Pricing Schedule format.

4. Section III: Certifications

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



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

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

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

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

1.2 Financial Evaluation

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

Proposals containing a financial bid other than the one requested at **Article 3. Section II: Financial Bid** of **PART 3 – BID PREPARATION INSTRUCTIONS** will be declared non-compliant.

2. Basis of Selection

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

Tie-breaking method for identical bids:

If two bids obtain the same lowest price, CSC will award the contract to the bid with the proposed microbiologist having **the most years of experience in providing care in infectious diseases: viral hepatitis and / or HIV**.

If two bids obtain the same experience in providing care in infectious diseases: viral hepatitis and / or HIV, CSC will award the contract to the bid with the proposed microbiologist having **the most experience in providing care within a correctional facility**.

If two responsive bids are equal in experience in providing care in infectious diseases: viral hepatitis and / or HIV and are equal in experience in providing care within a correctional facility, the contract will be awarded as follows :

Bid submitted by mail or electronic means: 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 bidders may be issued further contract to this process.



3. Insurance Requirements

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in article 12 of PART 6 – RESULTING CONTRACT CLAUSES.

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



PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

1. Certifications Precedent to Contract Award and Additional Information

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

1.1 Integrity Provisions – Declaration of Convicted Offenses

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



1.2 Integrity Provisions – Required documentation

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

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

List of Names:

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

OR

- The Bidder is a partnership

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

1.3 Federal Contractors Program for Employment Equity - Bid Certification

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

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

1.4 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death,



sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

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

1.5 Language Requirements - Bilingual

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

1.6 Education and Experience

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

1.7 Licensing Certification

a) Medical License:

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

The Contractor must provide a copy of their license to the Contracting Authority annually for the duration of the contract and when requested to do so.

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

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

1.8 Certification:

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



PART 6 - RESULTING CONTRACT CLAUSES

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

1. Security Requirement

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

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:

PWGSC FILE No. 21301-21-3731541

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).

CSC Approved Health Services Exemption for the Removal, Offsite Storage and Electronic Data Processing of Offender Personal Medical Information under CSC issued contracts.

1. The Contractor/Offeror must practice and take measures to protect shared personal health information in accordance with the applicable legislation which governs the disclosure of personal and health information under federal and provincial laws, applicable provincial health information acts, and the provincial/territorial regulatory body's professional practice standards. This includes collection, receipt, transmission, storage, disposal, use and disclosure of information under its control among authorized persons of employees of the Contractor/Offeror.
2. In case of security breach or the unauthorized use of shared personal information, the Contractor/Offeror must notify the CSC Project Authority and implement all procedures and disclosure requirements as defined by their professional certifying body and those required of federal and provincial laws and regulations.



2. Statement of Work

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

3. Standard Clauses and Conditions

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

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

3.1 General Conditions

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

3.2 Supplemental General Conditions

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

3.3 Replacement of Specific Individuals

1. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:
 - a. The name, qualifications and experience of the proposed replacement; and
 - b. Proof that the proposed replacement has the required security clearance granted by Canada, if applicable.
3. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the work does not release the Contractor from its responsibility to meet the requirements of the Contract.



4. Term of Contract

4.1 Period of the Contract

The period of the Contract is from date of Contract to April 30th, 2021 inclusive [

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 2 additional 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 30 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

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

5.2 Project Authority *(will be completed upon the award contract)*

The Project Authority for the Contract is:

Name: (XXX)
Title: (XXX)
Correctional Service Canada
Branch/Directorate: (XXX)
Telephone: (XXX)
Facsimile: (XXX)
E-mail address: (XXX)

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content



of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

5.3 Contractor's Representative (to complete)

The Authorized Contractor's Representative is:

Name: _____

Title: _____

Company: _____

Address: _____

Telephone: _____ - _____ - _____

Facsimile: _____ - _____ - _____

E-mail address: _____

6. Payment

6.1 Basis of Payment (will be completed upon the award contract)

The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work, in accordance with the Basis of payment in annex B, to a limitation of expenditure of \$ _____. Customs duties are included and Applicable Taxes are extra.

6.2 Limitation of Expenditure (will be completed upon the award contract)

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____. 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.



6.3 Monthly Payment

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

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

6.4 SACC Manual Clauses

SACC Manual clause [A9117C](#) (2007-11-30), 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

6.5 Travel and Living Expenses

There are no travel and living expenses associated with the Contract.

6.6 Electronic Payment of Invoices – Contract *(will be completed upon the award contract)*

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

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

7. Invoicing Instructions

7.1 Invoices must show:

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



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

7.3 Invoices must be distributed as follows:

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

8. Certifications and Additional Information

8.1 Compliance

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

9. Applicable Laws

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

10. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the Supplemental General Conditions 4008 (2008-12-12), Personal Information;
- (c) the General Conditions 2010B (2020-05-28), Professional Services (medium complexity);
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) the Contractor's bid dated (_____) (*will be completed upon the award of the contract*).

11. Termination on Thirty Days Notice

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

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



12. Insurance – Specific Requirements

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

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

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

13. Ownership Control

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

- (a) The Contractor warrants that it is not under ownership control of any non-resident entity (i.e. Individual, partnership, joint venture, corporation, limited liability company, parent company, affiliate or other).
- (b) The Contractor 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 will have the right to treat this Contract as being in default and terminate the contract accordingly.
- (d) For the purposes of this clause, a non-resident entity is any individual, partnership, joint venture, corporation, limited liability company, parent company, affiliate or other residing outside of Canada.

14. Closure of Government Facilities

14.1 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.

14.2 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.



15. Tuberculosis Testing

15.1 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.

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

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

16. Compliance with CSC Policies

16.1 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.

16.2 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.

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

17. Health and Labour Conditions

17.1 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.

17.2 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.

17.3 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.

17.4 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."

18. Identification Protocol Responsibilities

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

18.1 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;



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

18.3 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

18.4 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.

19. 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](#).

20. 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](#).

21. Proactive Disclosure of Contracts with Former Public Servants

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

22. Information Guide for Contractors

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

23. Government Site Regulations

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



Annex A – Statement of Work

1. Introduction

1.1 The Health Services of the Correctional Service of Canada (CSC) need the services of a microbiologist for the Federal Training Center, Donnacona Institution, Joliette Institution, Archambault, the Regional Mental Health Center (RMHC), the Regional Reception Center, Drummond Institution, Cowansville Institution, La Macaza Institution, as well as Port-Cartier Institution, in the Quebec region. The contractor (medical specialist) must provide clinical care to offenders and collaborate with the institution's multidisciplinary health services team, which includes, but is not limited to, general practitioners, nurses, psychologists, social workers, occupational therapists and other related health care professionals.

2. Contexte

2.1 The *Corrections and Conditional Release Act* (CCRA) requires CSC to provide all offenders with essential health care and, where possible, access to non-essential mental health care.

2.2 The 800 series Commissioner's Directives (on Clinical Services, Mental Health Services and Public Health Services) are indispensable reference documents for essential health services.

2.3 The mission of Health Services is to provide offenders with efficient and effective health services that promote individual responsibility, promote healthy reintegration and contribute to safe communities.

2.4 As part of its transformation agenda, CSC recognizes that health professionals and offenders have a shared responsibility for health outcomes. Offenders must take proactive measures to care for and maintain their health.

2.5 In institutions, offender health services are provided in institutional ambulatory care centers, regional hospitals, regional treatment centers and regional psychiatric centers. Incarcerated offenders may also have to travel to the community for emergency or specialized care services or for hospitalization if CSC regional hospitals are unable to meet these needs. At CSC, health care is provided by a variety of regulated and unregulated health professionals.

2.6 In general, health care includes medical, dental, mental health and public health services. While incarcerated, offenders are provided with a range of coordinated health services that are accessible, affordable and responsive to the correctional environment.

3. Objectif

3.1 To provide, as a microbiologist, essential care services to offenders in the following institutions:

- *Federal Training Center (Multi)* located at 6099 Lévesque Blvd East, Laval, QC H7C 1P1;
- *Federal Training Center (Min.)* located at 600, Montée Saint-François, Laval, QC H7C 1S5;
- *Donnacona Institution* located at 1537 Route 138, Donnacona, QC G3M 1C9;



- *Joliette Institution* located at 400 Marsolais Street, Joliette, QC J6E 8V4;
- *Archambault Institution (Med.)* located at 242 Gibson Blvd, Sainte-Anne-des-Plaines, QC J0N 1H0;
- *Regional Mental Health Center (RMHC)* located at 242 Gibson Blvd, Sainte-Anne-des-Plaines QC J0N 1H0;
- *Archambault Institution (Min.)* located at 244 Gibson Blvd, Sainte-Anne-des-Plaines, QC J0N 1H0;
- *Regional Reception Center* located at 246 Gibson Blvd, Sainte-Anne-des-Plaines QC J0N 1H0;
- *Drummond Institution* located at 2025 Jean-de-Brébeuf Boulevard, Drummondville, QC J2B 7Z6;
- *Cowansville Institution* located at 400 Fordyce Avenue, Cowansville, QC J2K 3N7;
- *La Macaza Institution* located at 321, chemin de l'aéroport, La Macaza, QC J0T 1R0
- *Port-Cartier Institution* located at 1, chemin de l'Aéroport, Port-Cartier, QC G5B 2W2.

4. Performance standards

- 4.1 The entrepreneur must take into account gender differences as well as cultural, religious and linguistic differences and needs specific to women and Aboriginal peoples.
- 4.2 The Contractor must provide services that meet the standards of practice and ethics established by the provincial organism governing physicians and surgeons and by the Collège des médecins du Québec and the Quebec Federation of Medical Specialists.

4.3 Compliance with provincial and national guidelines

The Contractor must provide all services in accordance with federal and provincial laws and standards, provincial and national guidelines, CSC Standards of Practice and guidelines and policies, as well as the National Framework for Essential Health Services established by the Correctional Service of Canada.

The Contractor must consult with the Chief of Physical Health Services to ensure that medical practices comply with the latest applicable laws, standards of practice and applicable policies.

- 4.4 The following is a non-exhaustive list of applicable legislation and relevant CSC policies and guidelines. CSC's policies and guidelines can be found on CSC's web page at www.csc-scc.qc.ca . They are also available in paper version (on request).

- Corrections and Conditional Release Act, section 85 - Health Services;
- Corrections and Conditional Release Regulations, section 3;
- Commissioner's Directive 800 - Health Services;
- National Framework for Essential Health Services;
- Emergency Medical Guidelines;



- CSC's National Drug Formulary and the procedures pertaining to Exception Request Forms;
- RAMQ procedures regarding the conformity of prescriptions for exceptional drugs of infectious treatment upon the release of prisoners;
- Documentation procedures for Health Services professionals;
- Hepatitis C Guidelines; Quick Reference Guide on the Treatment of Hepatitis C;
- Guidelines on the Disclosure of Personal Health Information;
- Guidelines for Continuity of Care Planning After Transfer or Offender Release: Client Focused Approach;
- Guidelines on Clinical Planning for Discharge and Community Living;
- Guidelines on Palliative Care in the Correctional Service of Canada;
- Clinical Reference Guide for the Management of Pre-Exposure Prophylaxis;
- National Guidelines for the Immunization of Prisoners;
- Guidelines on sexually transmitted infections.

4.5 Recording of Information in CSC Health Care Records

- a) The Contractor must record information on all health care provided in the offender's electronic and / or paper health record in accordance with applicable legislation, relevant standards of professional practice and Documentation Procedures for CSC Health Services Professionals.
- b) As an accountability and quality assurance measure, the Chief of Physical Health Services will periodically review the information recorded by the Contractor to verify compliance with the terms of the contract, consistency and completeness.
- c) All offender health records and protected information or sensitive information held by CSC must be kept at the institution or at the community sites.
- d) The Contractor must obtain prior written approval from the Chief of Physical Health Services before collecting data on the inmates. The contractor must specify what data will be collected and for what purpose. All data collected, in electronic or other format, must be kept at the institution.

5. Tasks

5.1 The Contractor must provide essential infectious disease and infectious disease treatment services at the request of the Chief of Physical Health Services and in accordance with the National Framework for Essential Health Care, and any changes to this framework issued by CSC during the contract period and any elective period exercised by Canada.

5.2 The Contractor, with a minimum of two years experience in the care of patients with HIV infection and viral hepatitis, will provide medical services to the clientele in question. The Contractor must be able to provide full support for assessment, prescribing, treatment monitoring and release planning.

These services include, among others, the following tasks:

- a) Evaluate patients with infectious disease ;



- b) Prescribing diagnostic tests necessary for treatment (blood tests, ultrasound, fibroscan, etc.) and necessary treatments (HCV therapy, HIV therapy, etc.);
- c) To carry out the appropriate examinations on the condition of the inmate;
- d) Study the results of diagnostic tests and make the necessary medical recommendations;
- e) Monitor prisoners with viral hepatitis and / or HIV;
- f) Make the required references to other specialties if necessary;
- g) Refer offenders, upon their release, to the appropriate community resources and plan to monitor the medication with the RAMQ;
- h) Provide telephone support if urgent (eg, treatment adjustment due to significant side effects) within 48hrs after treatment application;
- i) Provide a telephone number where CSC health services staff can reach them in case of emergency;
- j) Establish a visit schedule based on the needs of the institution's clientele with the Chief, Physical Health Services at the requesting institution;
- k) Provide a detailed invoice to the Chief, Physical Health Services after each clinic, including the complete names of the patients encountered, the number of hours per clinic, the total price, and the full address of the institution;
- l) Attend, on request, training and / or meetings related to infectious diseases organized by CSC.
- m) Provide, upon request, public health recommendations to the CSC request manager.

5.3 Continuity of services

The Contractor must employ a replacement to ensure continuity of services in the event that the Contractor can not provide the services itself due to, among other things, vacation or prolonged illness (over five days). The replacement must be approved by the Chief of Physical Health Services and be in office prior to the absence of the contractor. All Alternates must have the qualifications and experience required to meet the Contractor's selection criteria and must be approved by CSC. The replacement must also have a valid security clearance in accordance with the security requirements of the contract.

The Chief of Physical Health Services may, at his sole discretion, accept the substitute or cancel the clinics.

5.4 Workplace

The Contractor must provide infectious disease services and treatment of infectious diseases on-site to Offenders at the Federal Training Center (Sites 600 and 6099), Donnacona Institution, Joliette Institution, Archambault Institution (minimum and medium), the Regional Mental Health Center (RMHC), the Regional Reception Center, the Drummond Institution, the Cowansville Institution, La Macaza Institution and the Port-Cartier Institution, which are included in the section 3. Objective.



6. CSC Investigation and Resolution Process, Review Committees and Investigative Committees

- 6.1 The Contractor must participate in various internal inmate investigation and grievance processes that may include a review of the Contractor's recorded information in the health care records. At the request of the Institutional Head of Physical Health Services, the Contractor may be required to undergo interviews as part of the offender's investigation or grievance process.
- 6.2 At the request of the Institutional Head of Physical Health Services, the Contractor must participate in CSC's Provincial Review Committees and Investigative Committees.

7. Notification requirements

- 7.1 The Contractor must notify the Chief of Physical Health Services of any issues that may affect his / her competence and any restrictions imposed by the Professional Regulatory Body on the Contractor's ability to provide health services to offenders.
- 7.2 The Contractor must immediately inform the Chief of Physical Health Services of any major complaint.

8. Security

- 8.1 Any equipment, including communication devices that the Contractor wishes to bring to the facility must be approved in advance by the CSC Project Authority and Security Officers.
- 8.2 **Prohibited items:** The Contractor must ensure that all resources (including the Contractor itself and its replacements) that provide services directly or indirectly under this Contract are aware of section 3 of the Corrections and Conditional Release Regulations and Commissioner's Directive 060 - Code of Discipline.

The contractor and his replacements must not enter into a personal or work relationship with an offender. It is forbidden for the contractor or his substitutes to give objects to or receive from an offender. These items include, but are not limited to, cigarettes, toiletries, hobbies, drugs, alcohol, letters received or sent by offenders, money and weapons or items that may be used as weapons. Anyone found to be responsible for providing unauthorized or prohibited items to offenders may be subject to immediate removal from the correctional facility or facility in the community or criminal charges or both. Such violations could result in Canada terminating the Contract in accordance with the provisions of the Default Contract..

- 8.3 As a visitor to a CSC correctional facility, the Contractor must comply with the institution's security requirements, which may vary depending on the offender's activities. The contractor may face delays or be denied entry to certain areas at times, even if access arrangements have been made in advance.



9. Language of work

9.1 Services must be provided according to the official language of the inmate's choice, either French or English.

10. Number of hours of service provided / access to timely care

10.1 The number of inmates estimated to be in consultation per year by institution

Federal Training Center:

- A maximum of 8 institutional clinics of four hours maximum
- Clinics, meetings, training and telephone consultations are based on infectious diseases and public health such as: Hepatitis, HIV, Influenza, Coronavirus, Norovirus, tuberculosis.
- Recommendations on infection prevention and control could be part of the services requested.

Donnacona :

- A maximum of 6 institutional clinics of a maximum of four hours
- Clinics, meetings, training and telephone consultations are based on infectious diseases and public health such as: Hepatitis, HIV, Influenza, Coronavirus, Norovirus, tuberculosis.
- Recommendations on infection prevention and control could be part of the services requested.

Joliette :

- A maximum of 6 institutional clinics of a maximum of four hours
- Clinics, meetings, training and telephone consultations are based on infectious diseases and public health such as: Hepatitis, HIV, Influenza, Coronavirus, Norovirus, tuberculosis.
- Recommendations on infection prevention and control could be part of the services requested.

Archambault and RMHC :

- A maximum of 8 institutional clinics of four hours maximum
- Clinics, meetings, training and telephone consultations are based on infectious diseases and public health such as: Hepatitis, HIV, Influenza, Coronavirus, Norovirus, tuberculosis.
- Recommendations on infection prevention and control could be part of the services requested.

Regional Reception Center:

- A maximum of 6 institutional clinics of a maximum of four hours
- Clinics, meetings, training and telephone consultations are based on infectious diseases and public health such as: Hepatitis, HIV, Influenza, Coronavirus, Norovirus, tuberculosis.
- Recommendations on infection prevention and control could be part of the services requested.



Drummond :

- A maximum of 6 institutional clinics of a maximum of four hours
- Clinics, meetings, training and telephone consultations are based on infectious diseases and public health such as: Hepatitis, HIV, Influenza, Coronavirus, Norovirus, tuberculosis.
- Recommendations on infection prevention and control could be part of the services requested.

Cowansville :

- A maximum of 6 institutional clinics of a maximum of four hours
- Clinics, meetings, training and telephone consultations are based on infectious diseases and public health such as: Hepatitis, HIV, Influenza, Coronavirus, Norovirus, tuberculosis.
- Recommendations on infection prevention and control could be part of the services requested.

La Macaza :

- A maximum of 6 institutional clinics of a maximum of four hours
- Clinics, meetings, training and telephone consultations are based on infectious diseases and public health such as: Hepatitis, HIV, Influenza, Coronavirus, Norovirus, tuberculosis.
- Recommendations on infection prevention and control could be part of the services requested.

Port-Cartier :

- A maximum of 6 institutional clinics of a maximum of four hours
- Clinics, meetings, training and telephone consultations are based on infectious diseases and public health such as: Hepatitis, HIV, Influenza, Coronavirus, Norovirus, tuberculosis.
- Recommendations on infection prevention and control could be part of the services requested.

10.2 An output of approximately 1.5 patients per hour is expected.

10.3 The Chief, Physical Health Services may, at his discretion, change the hours of service during the term of the Contract and any elective period exercised by Canada.

10.4 Any provision of services canceled by CSC for operational reasons within seventy-two (72) hours or more will not be remunerated.

10.5 Any provision of services canceled by CSC for operational reasons in less than seventy-two (72) hours will be compensated. The Contractor may charge a fee equal to fifty percent (50%) of one (1) clinical hour.

10.6 The Chief of Physical Health Services will notify the Contractor of any changes to service delivery periods at least five (5) days prior to the implementation of the change.



11. Reunions/Training

- 11.1 At the request of the Institutional Head of Physical Health Services, the Contractor must attend the Institutional Physical Health Services team meetings (maximum 7.5 hours per year).

12. Reporting Requirements

- 12.1 The Chief of Physical Health Services may request at any time from the Contractor to provide data on health services provided to inmates. This may include the use of reporting templates provided by the Chief of Health Services.
- 12.2 At the request of the Chief of Health Services, the Contractor must produce or contribute to a regional report.
- 12.3 In order for CSC to fulfill its mandate for the delivery of health services, the Chief of Physical Health Services may request the Contractor to comment on health care delivery reports (eg, infectious disease surveillance, opioid substitution therapy, prevalence of chronic diseases).

13. Constraints

13.1 Work in correctional environment

The diversion of drugs that are highly addictive is a risk that exists in a correctional environment. For safety reasons, the prescription of drugs is subject to restrictions that may not exist in the community. Problems with possible diversion and the very real possibility of narcotic abuse and other safety issues can arise in CSC institutions. As a result, the Contractor must adhere to the CSC National Form.

13.2 Confidentiality

In accordance with the confidentiality provisions of the Contract, the Contractor can not communicate with the media about the health services provided to CSC. The Contractor must inform the Chief of Physical Health Services immediately if a member of the media has contacted him about the health services provided to CSC.

14. Contractor support

- 14.1 CSC will provide the necessary supplies and equipment for the delivery of health services to offenders, as established and approved by the Institutional Head of Physical Health Services, based on the locations where services are provided.

15. Cancellation by the contractor

Any cancellation of services provided by the Contractor will not be remunerated.



Annex B – Proposed Basis of Payment

The Contractor will be paid in accordance with the following Basis of Payment for Work performed pursuant to this Contract.

The inclusion of volumetric data in this document does not represent a commitment by Canada that Canada’s future usage of the services described will be consistent with this data.

1.0 Period of contract (Contract awarding to April 30, 2023)

1.1 Professional fees

The contractor is invited to indicate his specialty, to set an hourly rate for clinical hours, to set, to attend if necessary, the hourly rate for training and / or meetings in partnership with the CSC and to set an hourly rate for writing regional reports or commenting on reports on health care delivery.

The contractor is invited to bid for the establishment of his choice, depending on his availability. Thus, he can bid for one or more establishments.

| Supported clientele | |
|--|----------------------|
| Customer identification | |
| Year of experience with clients with viral hepatitis | <input type="text"/> |
| Year of experience with clients with HIV | <input type="text"/> |
| Year of experience in public health | <input type="text"/> |

| FEDERAL TRAINING CENTER | | | |
|---|----------------------------|---|--------------|
| | Max. annual Qty hrs | Hourly rate (max. acceptable \$ 475) | Total |
| * Hourly rate for clinical hours | 32 | _____ \$ | _____ \$ |
| Hourly rate for meeting / training / telephone consultation (maximum 75% of the clinical hourly rate). | 7,5 | _____ \$ | _____ \$ |
| Cancellation with less than 72 hours notice (maximum of one (1) hour, up to 50% of the clinical hourly rate). | 2 | _____ \$ | _____ \$ |
| Administrative hourly rate for writing / commenting on reports (maximum 50% of clinical hourly rate). | 7,5 | _____ \$ | _____ \$ |
| *This rate is based on a ratio of approximately 1.5 patients per hour. | | | |
| TOTAL | | | _____ \$ |



| DONNACONA | | | |
|---|------------------------------------|---|--------------|
| | Max. annual Qty hrs | Hourly rate (max. acceptable \$ 475) | Total |
| *Hourly rate for clinical hours | 24 | _____ \$ | _____ \$ |
| Hourly rate for meeting / training / telephone consultation (maximum 75% of the clinical hourly rate). | 7,5 | _____ \$ | _____ \$ |
| Cancellation with less than 72 hours notice (maximum of one (1) hour, up to 50% of the clinical hourly rate). | 2 | _____ \$ | _____ \$ |
| Administrative hourly rate for writing / commenting on reports (maximum 50% of clinical hourly rate). | 7,5 | _____ \$ | _____ \$ |
| *This rate is based on a ratio of approximately 1.5 patients per hour. | | | |
| TOTAL | | | _____ \$ |
| JOLIETTE | | | |
| | Max. annual Qty hrs | Hourly rate (max. acceptable \$ 475) | Total |
| *Hourly rate for clinical hours | 24 | _____ \$ | _____ \$ |
| Hourly rate for meeting / training / telephone consultation (maximum 75% of the clinical hourly rate). | 7,5 | _____ \$ | _____ \$ |
| Cancellation with less than 72 hours notice (maximum of one (1) hour, up to 50% of the clinical hourly rate). | 2 | _____ \$ | _____ \$ |
| Administrative hourly rate for writing / commenting on reports (maximum 50% of clinical hourly rate). | 7,5 | _____ \$ | _____ \$ |
| *This rate is based on a ratio of approximately 1.5 patients per hour. | | | |
| TOTAL | | | _____ \$ |
| ARCHAMBAULT AND RMHC | | | |
| | Max. annual Qty hrs | Hourly rate (max. acceptable \$ 475) | Total |
| *Hourly rate for clinical hours | 32 | _____ \$ | _____ \$ |
| Hourly rate for meeting / training / telephone consultation (maximum 75% of the clinical hourly rate). | 7,5 | _____ \$ | _____ \$ |
| Cancellation with less than 72 hours notice (maximum of one (1) hour, up to 50% of the clinical hourly rate). | 2 | _____ \$ | _____ \$ |
| Administrative hourly rate for writing / commenting on reports (maximum 50% of clinical hourly rate). | 7,5 | _____ \$ | _____ \$ |
| *This rate is based on a ratio of approximately 1.5 patients per hour. | | | |
| TOTAL | | | _____ \$ |



| REGIONAL RECEPTION CENTER | | | |
|---|------------------------------------|---|--------------|
| | Max. annual Qty hrs | Hourly rate (max. acceptable \$ 475) | Total |
| *Hourly rate for clinical hours | 24 | _____ \$ | _____ \$ |
| Hourly rate for meeting / training / telephone consultation (maximum 75% of the clinical hourly rate). | 7,5 | _____ \$ | _____ \$ |
| Cancellation with less than 72 hours notice (maximum of one (1) hour, up to 50% of the clinical hourly rate). | 2 | _____ \$ | _____ \$ |
| Administrative hourly rate for writing / commenting on reports (maximum 50% of clinical hourly rate). | 7,5 | _____ \$ | _____ \$ |
| *This rate is based on a ratio of approximately 1.5 patients per hour. | | | |
| TOTAL | | | _____ \$ |
| DRUMMOND | | | |
| | Max. annual Qty hrs | Hourly rate (max. acceptable \$ 475) | Total |
| *Hourly rate for clinical hours | 24 | _____ \$ | _____ \$ |
| Hourly rate for meeting / training / telephone consultation (maximum 75% of the clinical hourly rate). | 7,5 | _____ \$ | _____ \$ |
| Cancellation with less than 72 hours notice (maximum of one (1) hour, up to 50% of the clinical hourly rate). | 2 | _____ \$ | _____ \$ |
| Administrative hourly rate for writing / commenting on reports (maximum 50% of clinical hourly rate). | 7,5 | _____ \$ | _____ \$ |
| *This rate is based on a ratio of approximately 1.5 patients per hour. | | | |
| TOTAL | | | _____ \$ |
| COWANSVILLE | | | |
| | Max. annual Qty hrs | Hourly rate (max. acceptable \$ 475) | Total |
| *Hourly rate for clinical hours | 24 | _____ \$ | _____ \$ |
| Hourly rate for meeting / training / telephone consultation (maximum 75% of the clinical hourly rate). | 7,5 | _____ \$ | _____ \$ |
| Cancellation with less than 72 hours notice (maximum of one (1) hour, up to 50% of the clinical hourly rate). | 2 | _____ \$ | _____ \$ |
| Administrative hourly rate for writing / commenting on reports (maximum 50% of clinical hourly rate). | 7,5 | _____ \$ | _____ \$ |
| *This rate is based on a ratio of approximately 1.5 patients per hour. | | | |
| TOTAL | | | _____ \$ |



| LA MACAZA | | | |
|---|----------------------------|---|--------------|
| | Max. annual Qty hrs | Hourly rate (max. acceptable \$ 475) | Total |
| *Hourly rate for clinical hours | 24 | _____ \$ | _____ \$ |
| Hourly rate for meeting / training / telephone consultation (maximum 75% of the clinical hourly rate). | 7,5 | _____ \$ | _____ \$ |
| Cancellation with less than 72 hours notice (maximum of one (1) hour, up to 50% of the clinical hourly rate). | 2 | _____ \$ | _____ \$ |
| Administrative hourly rate for writing / commenting on reports (maximum 50% of clinical hourly rate). | 7,5 | _____ \$ | _____ \$ |
| *This rate is based on a ratio of approximately 1.5 patients per hour. | | | |
| TOTAL | | | _____ \$ |
| PORT-CARTIER | | | |
| | Max. annual Qty hrs | Hourly rate (max. acceptable \$ 475) | Total |
| *Hourly rate for clinical hours | 24 | _____ \$ | _____ \$ |
| Hourly rate for meeting / training / telephone consultation (maximum 75% of the clinical hourly rate). | 7,5 | _____ \$ | _____ \$ |
| Cancellation with less than 72 hours notice (maximum of one (1) hour, up to 50% of the clinical hourly rate). | 2 | _____ \$ | _____ \$ |
| Administrative hourly rate for writing / commenting on reports (maximum 50% of clinical hourly rate). | 7,5 | _____ \$ | _____ \$ |
| *This rate is based on a ratio of approximately 1.5 patients per hour. | | | |
| TOTAL | | | _____ \$ |

* The estimated use mentioned above is provided for evaluation purposes only. The Bidder must provide a rate for each task / deliverable. If the Bidder does not intend to request payment for a specific task or deliverable, the Bidder must indicate that there are no fees for that task or deliverable.

These rates include all costs associated with the provision of services. Only services performed will be paid.



2.0 Options to Extend the Contract Period:

Subject to the exercise of an option to extend the Contract period in accordance with Article 4. Term of Contract, 4.2 Options to Extend Contract, the all-inclusive hourly rates for the contract period detailed in this Annex will be subject to upward adjustment to reflect the overall annual increase in the Consumer Price Index (CPI) for Health and personal care for Canada for the previous calendar year as established by Statistics Canada. The Contracting Authority will determine these rates at the time the option is exercised using the following formula:

$$\text{Adjusted rate} = \text{all-inclusive hourly rate} + (\text{all-inclusive hourly rate} \times \% \text{ CPI increase for previous calendar year for Health and personal care})$$

The Contractor shall be paid the resulting adjusted firm all inclusive hourly rates, Applicable Taxes extra, to complete all Work and services required to be performed in relation to the Contract extension.

The Contractor must advise the Project Authority when 75% of the Contract's financial limitation is reached. This financial information can also be requested by the project Authority on an as-requested basis.

3.0 Refundable expenses

3.1 Canada will not accept any travel and living expenses for:

- (a) the work performed at the facility identified in Article 3, Objective, of Annex A, Statement of Work;
- (b) any travel between the contractor's place of business and the establishment; and
- (c) reinstall resources to meet the terms of the contract.

These charges are included in the hourly rates included in this Annex.

4.0 Applicable Taxes

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

5.0 Electronic Payment of Invoices - Bid

Canada requests that Bidders complete option 1 or 2 below:

1. () Electronic Payment Instruments will be accepted for payment of invoices.

The following Electronic Payment Instrument(s) are accepted:

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

2.() Electronic Payment Instruments will not be accepted for payment of invoices.

The Bidder is not obligated to accept payment by Electronic Payment Instruments.

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



Annex C – Security Requirement Check List

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Government of Canada / Gouvernement du Canada

| |
|---|
| Contract Number / Numéro du contrat 21301-21-3731541 |
| Security Classification / Classification de sécurité Non-classifié |

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

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
Non-classifié





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| |
|---|
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| Security Classification / Classification de sécurité Non-classifié |

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

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

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

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

| | | | |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS 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 EMBLEMES | | | |

Special comments.
Commentaires spéciaux : _____

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

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF 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 / Non Yes / Oui

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



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| |
|---|
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| Security Classification / Classification de sécurité Non-classifié |

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 indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



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Government of Canada / Gouvernement du Canada

| |
|---|
| Contract Number / Numéro du contrat 21301-21-3731541 |
| Security Classification / Classification de sécurité Non-classifié |

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

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

| | | |
|---|---|---------------|
| Name (print) - Nom (en lettres moulées) Nancy Massicotte | Title - Titre Directrice des services de santé | Signature |
|---|---|---------------|

| | | | |
|---|---|---|--------------------|
| Telephone No. - N° de téléphone 450 972-7629 | Facsimile No. - N° de télécopieur 450 972-7662 | E-mail address - Adresse courriel Nancy.Massicotte@csc-scc.gc.ca | Date 2021-01-27 |
|---|---|---|--------------------|

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

| | | |
|--|--|-------------------------------|
| Name (print) - Nom (en lettres moulées) Rita Dubois | Title - Titre Contract Security Analyst Analyste de la sécurité des contrats | Signature Dubois, Rita |
|--|--|-------------------------------|

| | | | |
|---|-----------------------------------|--|--------------------|
| Telephone No. - N° de téléphone 613-992-8995 | Facsimile No. - N° de télécopieur | E-mail address - Adresse courriel Rita.Dubois@CSC-SCC.GC.CA | Date 2021-01-29 |
|---|-----------------------------------|--|--------------------|

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? / Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

No / Non Yes / Oui

16. Procurement Officer / Agent d'approvisionnement

| | | |
|--|-----------------------|-----------------------------------|
| Name (print) - Nom (en lettres moulées) Isabelle Gravel | Title - Titre ARAC | Signature Gravel, Isabelle |
|--|-----------------------|-----------------------------------|

| | | | |
|---|---|--|-------------------------|
| Telephone No. - N° de téléphone 450-661-9550 p. 3300 | Facsimile No. - N° de télécopieur 450-664-6626 | E-mail address - Adresse courriel Isabelle.gravel@csc-scc.gc.ca | Date 28 janvier 2021 |
|---|---|--|-------------------------|

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

| | |
|--|-------------------------------------|
| Cynthia Laverdure Quality Control Officer/Agente de contrôle de la qualité cynthia.laverdure@tpsgc-pwgsc.gc.ca PSPC/SPAC (343) 552-1365 | Signature Laverdure, Cynthia |
|--|-------------------------------------|

| | |
|-----------------------------------|------|
| E-mail address - Adresse courriel | Date |
|-----------------------------------|------|



Annex D - Insurance – Specific Requirements

1. Commercial General Liability Insurance

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

2. Litigation Rights:

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



For the province of Quebec, send to:

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

For other provinces and territories, send to:

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

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

3. Medical Malpractice Liability Insurance:

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



Annex E - Evaluation Criteria

1.0 Technical Evaluation:

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

- Mandatory Technical Criteria

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

- 1.2 LISTING EXPERIENCE WITHOUT PROVIDING ANY SUBSTANTIATING DATA TO SUPPORT WHERE, WHEN AND HOW SUCH EXPERIENCE WAS OBTAINED WILL RESULT IN THE STATED EXPERIENCE NOT BEING CONSIDERED FOR EVALUATION PURPOSES.
- 1.3 All experience must be strictly work-related. Time spent during education and/or training will not be considered, unless otherwise indicated.
- 1.4 Experience must be demonstrated through a history of past projects, either completed or on-going.
- 1.5 References must be provided for each project/employment experience.
 - I. Where the stated experience was acquired within a Canadian Federal Government Department or Agency **as a Public Servant**, the reference must be a Public Servant who had a supervisory role over the proposed resource during the stated employment.
 - II. Where the stated experience was acquired within a Canadian Federal Government Department or Agency **as a consultant**, the reference must be the Public Servant who was identified as the Project Authority of the project on which the proposed resource acquired the experience.
 - III. References must be presented in this format:
 - a. Name;
 - b. Organization;
 - c. Current Phone Number; and
 - d. Email address if available

1.6 Response Format

- I. In order to facilitate evaluation of proposals, it is recommended that bidders' proposals address the mandatory criteria in the order in which they appear in the Evaluation Criteria and using the numbering outlined.
- II. Bidders are also advised that the month(s) of experience listed for a project or experience whose timeframe overlaps that of another referenced project or experience will only be counted once. For example: Project 1 timeframe is July 2001 to December 2001; Project 2 timeframe is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.
- III. For any requirements that specify a particular time period (e.g., 2 years) of work experience, CSC will disregard any information about experience if the technical bid does not include the required month and year for the start date and end date of the experience claimed.
- IV. CSC will also only evaluate the duration that the resource actually worked on a project or projects (from the start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.



MANDATORY TECHNICAL CRITERIA

| N° | Mandatory technical criteria | Response provided by the bidder (include location in bid) | Satisfies YES/NO |
|----|---|---|------------------|
| M1 | <p>The proposed resource must be a member in good standing of the Association des microbiologistes du Québec (AMQ) or be a member of the Canadian Society of Microbiologists (SCM).</p> <p><i>Provide proof when submitting the bid.</i></p> | | |
| M2 | <p>The proposed resource must have significant experience of at least two years with clients suffering from the following infectious diseases: viral hepatitis and / or HIV. The proposed resource must have skills in the follow-up, monitoring and prescription of treatments appropriate to these health issues.</p> <p>Tenderers must, at a minimum, indicate precisely:</p> <ol style="list-style-type: none">1. Where2. When3. Brief description of the tasks performed4. A reference <p><i>A copy of the CV including all this information must be provided when submitting the bid.</i></p> | | |

* When the contractor must subcontract part of the work, he must be able to provide proof that the subcontractor holds: the permits, licenses and certificates required for the execution of the work.



Annex F - National Essential Health Services Framework

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