

**RETURN BIDS TO :****RETOURNER LES  
SOUMISSIONS À:**[Alexander.cormierhowie@canada.ca](mailto:Alexander.cormierhowie@canada.ca)**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION****Proposal To:** Indigenous Services Canada

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

**Proposition aux:** Services aux Autochtones Canada

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

**Comments - Commentaires****Ce document contient une sécurité  
Exigence - This document contains a  
Security  
Requirement**

Vendor/Firm Name and address  
Raison sociale et adresse du  
fournisseur/de l'entrepreneur

Issuing Office – Bureau de distribution  
Indigenous Services Canada/ Services aux  
Autochtones Canada

<b>Title – Sujet</b> SAC/ISC - Annual Equipment Inspection, Calibration, Servicing, and Repairs – Alberta-Round 2	
<b>Solicitation No. – N° de l'invitation</b> 1000227092	<b>Date</b> August 18 <sup>th</sup> , 2021
<b>Client Reference No. – N° référence du client</b> N/A	
<b>GETS Reference No. – N° de reference de SEAG</b> PW-21-00966208	
<b>File No. – N° de dossier</b> N/A	<b>CCC No. / N° CCC - FMS No. / N° VME</b> N/A
<b>Solicitation Closes – L'invitation prend fin</b> <b>at – à 02 :00 PM</b> <b>on – le September 1st, 2021</b>	<b>Time Zone</b> <b>Fuseau horaire</b> EDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Inquiries to : - Adresser toutes questions à:</b> <a href="mailto:Alexander.cormierhowie@canada.ca">Alexander.cormierhowie@canada.ca</a>	<b>Buyer Id – Id de l'acheteur</b> DY6
<b>Telephone No. – N° de téléphone :</b> 873-354-0959	<b>FAX No. – N° de FAX</b> N/A
<b>Destination – of Goods, Services, and Construction:</b> <b>Destination – des biens, services et construction :</b>  Alberta	

**Instructions : See Herein**  
**Instructions: Voir aux présentes**

<b>Delivery required - Livraison exigée</b>	<b>Delivered Offered – Livraison proposée</b>
<b>Vendor/firm Name and address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>     <b>Facsimile No. – N° de télécopieur</b> <b>Telephone No. – N° de téléphone</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/firm</b> <b>(type or print)-</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>     <b>Signature</b> <span style="float: right;"><b>Date</b></span>	

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

There is no security requirement associated with this file.

### **1.2 Statement of Work**

The Work to be performed is detailed under Annex A of the resulting contract clauses.

### **1.3 Debriefings**

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

## **PART 2 - BIDDER INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

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

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

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

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 90 days

### **2.2 Submission of Bids**

Bids must be submitted electronically only to Indigenous Services Canada (ISC) by the date, time and e-mail address indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by any other means to ISC will not be accepted.

### **2.3 Former Public Servant**

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

#### Definitions

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

an individual;

an individual who has incorporated;

a partnership made of former public servants; or

a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of

various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes** ( ) **No** ( )

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

name of former public servant;

date of termination of employment or retirement from the Public Service.

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

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes** ( ) **No** ( )

If so, the Bidder must provide the following information:

name of former public servant;

conditions of the lump sum payment incentive;

date of termination of employment;

amount of lump sum payment;

rate of pay on which lump sum payment is based;

period of lump sum payment including start date, end date and number of weeks;

number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

## 2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 3 calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

## **2.5 Applicable Laws**

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

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**

### **3.1 Bid Preparation Instructions**

Canada requests that the Bidder submits its bid electronically in accordance with section 8 of the 2003 standard instructions and as amended in Part 2 - Bidder Instructions, Article 2.1 Standard Instructions, Clauses and Conditions. Bidders are required to provide their bid in a single transmission. The total size of the email, including all attachments, must not exceed 10 megabytes (MB). It is solely the Bidder's responsibility to ensure that the total size of the email does not exceed this limit.

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

Section I: Technical Bid

Section II: Financial Bid

Section III: Certifications

Section IV: Additional Information

#### **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.

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

Bidders must submit their financial bid in accordance with the Basis of Payment.

#### **Section III: Certifications**

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

#### **3.1.1 Electronic Payment of Invoices – Bid**

The method of invoice payment by Indigenous Services Canada (ISC) is by direct deposit to the Contractor's financial institution of choice.

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

### **4.1 Evaluation Procedures**

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

#### **4.1.1 Conditional Set-aside for Aboriginal Business**

1. Should more than 1 certified aboriginal bid be received, This procurement is set aside under the federal government Procurement Strategy for Aboriginal Business, For more information on Aboriginal business requirements of the Set-aside Program for Aboriginal Business, see Annex 9.4, Supply Manual.
2. The Bidder:
  - i. certifies that it meets, and will continue to meet throughout the duration of any resulting contract, the requirements described in the above-mentioned annex;
  - ii. agrees that any subcontractor it engages under any resulting contract must satisfy the requirements described in the above-mentioned annex; and
  - iii. agrees to provide to Canada, immediately upon request, evidence supporting any subcontractor's compliance with the requirements described in the above-mentioned annex.
3. The Bidder must check the applicable box below: i. ( ) The Bidder is an Aboriginal business that is a sole proprietorship, band, limited company, co-operative, partnership or not-for-profit organization.  
OR  
ii. ( ) The Bidder is either a joint venture consisting of two or more Aboriginal businesses or a joint venture between an Aboriginal business and a non-Aboriginal business.
4. The Bidder must check the applicable box below: i. ( ) The Aboriginal business has fewer than six full-time employees.  
OR  
ii. ( ) The Aboriginal business has six or more full-time employees.
5. The Bidder must, upon request by Canada, provide all information and evidence supporting this certification. The Bidder must ensure that this evidence will be available for audit during normal business hours by a representative of Canada, who may make copies and take extracts from the evidence. The Bidder must provide all reasonably required facilities for any audits.
6. By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

#### **4.1.2 Technical Evaluation**

##### **4.1.2.1 Mandatory Technical Criteria**

##### **Mandatory Technical Criteria (MT)**

For the purpose of the mandatory technical criteria specified below, the experience of the Bidder and its subcontractors, affiliates and suppliers will be considered



Number	Mandatory Technical Criterion	Included Yes/No - Reference
<b>MT1</b>	The Bidder must: a) indicate that they accept and will adhere to the terms and conditions herein, including but not limited to the Statement of Work at Annex A; and b) return a signed copy of the bid proposal (Page 1 of the RFP).	
<b>MT2</b>	The Bidder must provide proof that they have certified technicians that can inspect, calibrate, service, and repair a variety of medical equipment on site, as per the Statement of Work at Annex A.	
<b>MT3</b>	The Bidder must indicate: a) that the certified technician will provide all necessary equipment and software to inspect, test, and repair the medical equipment in four (4) nursing stations; b) indicate that they will provide minor repair items, such as batteries and spare parts, on site; c) provide confirmation that they will assist in providing support for equipment repairs if unable to repair any items; d) provide confirmation that they are able to meet annual and monthly requests for services; e) their availability and willingness to travel on rough terrain, including ice roads, poor road conditions, a barge, and potentially during inclement weather.	
<b>MT4</b>	The Bidder will provide reports, as outlined in the Statement of Work at Annex A.	
<b>MT5</b>	The Bidder must demonstrate that they have adequate liability insurance.	
	The Bidder must indicate that technicians will be able to work effectively with First Nations communities and First Nations peoples.	

#### 4.2 Basis of Selection - Mandatory Technical Criteria

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.

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

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

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

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

### **5.1 Certifications Required with the Bid**

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

#### **5.1.1 Integrity Provisions - Declaration of Convicted Offences**

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

### **5.2 Certifications Precedent to Contract Award and Additional Information**

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

#### **5.2.1 Integrity Provisions – Required Documentation**

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

## **PART 6 - RESULTING CONTRACT CLAUSES**

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

### **6.1 Security Requirements**

**6.1.1** There is no security requirement applicable to the Contract.

### **6.2 Statement of Work**

The Work to be performed is detailed under Annex "A" of the resulting contract clauses.

### **6.3 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](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

#### **6.3.1 General Conditions**

[2010B](#) 2020-05-28 , General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract with the following adaptations:

- a) References to Public Works and Government Services Canada (PWGSC) are replaced by the Indigenous Services Canada (ISC); and
- b) Section 10, Subsection 1 is amended as follows:
  - Delete: "Invoices must be submitted in the Contractor's name. The Contractor must submit invoices for each delivery or shipment; invoices must only apply to the Contract. Each invoice must indicate whether it covers partial or final delivery."
  - Insert: "Invoices must be submitted by Email to the Project Authority in the Contractor's name. The Contractor must submit invoices for each delivery or shipment; invoices must only apply to the Contract. Each invoice must indicate whether it covers partial or final delivery."
- c) Section 10, Subsection 2, paragraph a. is amended as follows:
  - Delete: "the date, the name and address of the client department, item or reference numbers, deliverable/description of the Work, contract number, Client Reference Number (CRN), Procurement Business Number (PBN), and financial code(s)"
  - Insert: "the contract title and number, the date, deliverable/description of the Work and financial code(s)"
- d) Insert: "2010B 36 (2018-05-10) Liability  
The Contractor is liable for any damage caused by the Contractor, its employees, subcontractors, or agents to Canada or any third party. Canada is liable for any damage caused by Canada, its employees or agents to the Contractor or any third party. The Parties agree that no limitation of liability or indemnity provision applies to the Contract unless it is specifically incorporated in full text in the Articles of Agreement. Damage includes any injury to persons

(including injury resulting in death) or loss of or damage to property (including real property) caused as a result of or during the performance of the Contract.”

## **6.4 Term of Contract**

### **6.4.1 Period of the Contract**

The period of the Contract is from date of Contract to March 31, 2025 inclusive.

### **6.4.3 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 period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 5 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

## **6.5 Authorities**

### **6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Alex Cormier Howie  
Title: Senior Procurement Officer  
Indigenous Services Canada  
Materiel and Assets Management Directorate  
Address: 10 rue Wellington, 13<sup>th</sup> floor, Gatineau, Qc, K1A 0H4

Telephone: 873-354-0959  
E-mail address: [alexander.cormierhowie@canada.ca](mailto:alexander.cormierhowie@canada.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.

### **6.5.2 Project Authority**

The Project Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

The Project Authority is the representative of the department or agency for whom the Work 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.

### 6.5.3 Contractor's Representative

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

### 6.6 Proactive Disclosure of Contracts with Former Public Servants

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

### 6.7 Payment

#### 6.7.1 Basis of Payment

#### 6.7.2 Limitation of Expenditure

Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_. Customs duties are excluded and Applicable Taxes are extra.

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:

when it is 75% committed, or

four months before the contract expiry date, or

as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

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

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

The method of invoice payment by Indigenous Services Canada (ISC) is by direct deposit to the Contractor's financial institution of choice.

If not registered for direct deposit payments, to enable payment, the Contractor must complete the Indigenous Services Canada Electronic Payment Request form ([http://www.aadnc-aandc.gc.ca/DAM/DAM-INTER-HQ/STAGING/texte-text/20 545 1362495227097\\_eng.pdf](http://www.aadnc-aandc.gc.ca/DAM/DAM-INTER-HQ/STAGING/texte-text/20_545_1362495227097_eng.pdf)), and submit the form to the address provided.

### **6.8 Invoicing Instructions**

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

The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

### **6.9 Certifications and Additional Information**

#### **6.9.1 Compliance**

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

### **6.10 Applicable Laws**

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

### **6.11 Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) the general conditions 2020-05-28 General conditions: Professional services (medium complexity)
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) the Contractor's bid dated \_\_\_\_\_.

## **ANNEX "A"**

### **STATEMENT OF WORK**

#### **1. SCOPE**

##### **1.1. Introduction**

*Annual inspection of all medical equipment in 4 communities of Treaty 8. As and when on a monthly basis for on site repairs. These services are provided at the health facilities, located in each of the communities of Hay Lakes Assumption Nursing Station (Chateh), John D'Or Prairie Health Centre, Fox Lake Nursing Station, Garden River Health Station.*

##### **1.2. Objectives of the Requirement**

*The expectation is that all identified pieces of medical equipment be inspected annually to ensure that they are in working order and any minor defects will be noted and fixed as needed. This includes callibration and/or recalibration as needed. All inspected equipment must be labelled as inspected, by whom and with a date on it and provided to the Assistant Zone Nurse Manager/Zone Nurse Manager (AZNM/ZNM).*

*On site repairs will also be required as and when, on a monthly basis to repair equipment.. This will ensure equipment stays in the health centers, decreasing the length of time for repairs due to shipping in/out of community and the likelihood of damage due to transportation to a city center.*

*The objective is to ensure all equipment is in safe operating order to help provide safe patient care.*

##### **1.3. Background and Specific Scope of the Requirement**

*To comply with accreditation standards and to confirm all equipment is safe for patient care, a yearly inspection and ongoing repairs will be completed to ensure the equipment is in good working order.*

#### **2. REQUIREMENTS**

##### **2.1. Tasks, Activities, Deliverables and Milestones**

*The Contractor will have to provide a licensed and trained individual to go to the 4 communities with all his/her necessary equipment and inspect and test all the medical equipment on site in each community annually. In addition, on site monthly repairs will be required on an as and when basis. Below is a list that identifies typical items requiring inspection/repair, although this list is not exhaustive and additional equipment may require inspection/repairs:*

##### **Chateh Health Centre:**

Ophthalmoscope & Othoscope Unit x 4  
NIBP Monitor x 5  
Digital Thermometer x 2  
Hemoglobinometer x 5  
Electronic Scale x 3

Electronic Baby Scale  
Manual Sphygmomanometer x 4  
Electric Bed  
Treatment Bed  
Otoscope Unit  
Panda Baby Warmer  
Centrifuge  
Urinalysis machine  
Exam Light  
Defibrillator x 3  
O.R. Light  
Electrocardiograph (EKG) machine  
Portable Suction Unit  
U.V. Light  
IV Infusion Pump

**Fox Lake Health Centre:**

NIBP Monitor x 3  
Ophthalmoscope & Otoscope Unit x 6  
Manual Sphygmomanometer x 3  
Wall Sphygmomanometer x 4  
Hemoglobinometer x 10  
Glucometer x 7  
Nebulizer  
Exam Light x 2  
Pulse Oxymeter x 5  
Digital Thermometer x 9  
Electronic Scale  
Electric Bed  
Defibrillator x 2  
Panda Baby Warmer  
Doppler x 2  
Baby Electronic Scale  
Urinalysis Machine  
Centrifuge  
Blanket Warmer  
Portable Suction Unit x 3  
IV Infusion Pump x 2  
Treatment Bed  
Electrocardiograph (EKG) machines x 2  
O.R. Light

**Garden River Health Centre:**

Pulse Oxymeter x 6  
Nebulizer  
Digital Thermometer x 8  
Doppler x 3  
NIBP Monitor x 4  
Manual Sphygmomanometer x 13  
Wall Sphygmomanometer x 2  
Glucometer x 4  
Ophthalmoscope & Otoscope Unit x 2  
Exam Light x 2



Hemoglobinometer x 5  
Panda Baby Warmer  
Baby Electronic Scale x 2  
Electronic Scale x 4  
Otoscope  
Defibrillator x 3  
Centrifuge  
Urinalysis Machine  
IV Infusion Pump x 1  
Electrocardiograph (EKG) machine  
Blanket Warmer  
Electric Treatment Chair  
Portable Suction Unit

**John D'Or Health Centre:**

Electronic Scale x 2  
Baby Electronic Scale x 3  
NIBP Monitor x 5  
Manual Sphygmomanometer x 6  
Ophthalmoscope & Otoscope Unit x 6  
Exam Light x 6  
Hemoglobin Tester x 3  
Pulse Oxymeter x 4  
Digital Thermometer x 2  
Glucometer x 3  
Doppler x 2  
Nebulizer  
Electric Bed  
Urine Analyzer  
Centrifuge  
Defibrillator x 3  
Hemoglobin Tester  
Treatment Bed  
Portable Suction Unit  
Electrocardiograph  
Infusion Pump  
O.R. Light  
Baby Warmer

**2.2. Specifications and Standards**

*The Contractor will attend each community's facility to carry out the inspections and any necessary minor repairs on an annual basis.*

*Once completed, the reports for each facility will be provided to the NIC and the AZNM/ZNM for each respective community.*

*The Contractor will also attend each community's facility to carry out any necessary medical equipment repairs on a monthly basis when required.*

*If major parts or equipment replacement is needed, it is to be communicated to the manager and a separate specific quote arranged. In the unlikely event that there is a piece of equipment that the contractor is not qualified or unable to work on, it will be communicated to the manager at that location and they will do their best to assist in finding a suitable solution.*

*Work will be conducted by a qualified technician. The Contractor will provide small items such as batteries, spare parts, etc. The Contractor must have the ability to do repairs on site, with sufficient notice of make/model number, etc.*

*Should off site repairs be required, the Contractor will make arrangements with the Administrative Support as to return of item(s) to the nursing station. The Contractor will have the ability to work with different types of brands and model numbers of equipment.*

*The Contractor must have the ability to work effectively in First Nations communities and with First Nations peoples.*

*One (1) technician is required for approximately one (1) week each year on a pre-determined set schedule for medical equipment inspection, callibration, serving and repairs. One (1) technician is required for as and when needed on a monthly basis to complete medical equipment repairs.*

### **Technical, Operational and Organizational Environment**

*The Contractor will be performing the inspections, repairs and callibrations onsite at each community (Fox Lake, Garden River, John D'or and Chateh), ensuring the medical equipment is safe for use which is paramount for providing safe, quality care to the patients and their families.*

### **2.3. Reporting Requirements**

*Once completed, the Contractor will provide reports for each facility's equipment list to the Administrative Support.*

## **3. ADDITIONAL INFORMATION**

### **3.1 Canada's Obligations**

- *escorted access to facilities*
- *access to a staff member who will be available to coordinate activities*
- *make/model of equipment, as needed by the Contractor*
- *provide advanced notice at a minimum of two (2) weeks to schedule equipment repairs*
- *provide other assistance or support.*

### **3.2 Contractor's Obligations**

- *Unless otherwise specified, the Contractor must use its own equipment and software for the performance of this Statement of Work.*
- *The Contractor must label all equipment/furnishings as being the property of Canada.*
- *Provide qualified technicians annually and monthly as needed.*
- *Provide reports to the NIC and the AZNM/ZNM for each respective community.*
- *Minor replacement parts such as batteries and seals, etc., if required, will be charged to the expense contingency.*

### **3.3 Location of Work, Work site and Delivery Point**

*On-site services are provided at the health facilities, located in each of the communities of Hay Lakes Assumption Nursing Station (Chateh), John D'Or Prairie Health Centre, Fox Lake Nursing Station, Garden River Health Station.*

*Fox Lake Nursing Station is accessible only by an ice bridge in the winter months and by barge in the summer months. In spring and fall, Fox Lake Nursing Station is accessible only by air. As a result, when an order is placed for Fox Lake Nursing Station, it will be placed when accessible by vehicle (barge or ice bridge) and delivery must occur while these options are available.*

*Hay Lakes Assumption Nursing Station (Chateh), John D'Or Prairie Health Centre, and Garden River Health Station are accessible by road year round but do involve dirt or gravel roads that can be extremely muddy, snow/ice covered, or rutted at times.*

### 3.4 Language of Work

English

### 3.5 Insurance

*The Contractor must carry general and professional liability insurance in the amount of \$5,000,000 to cover the work being performed.*

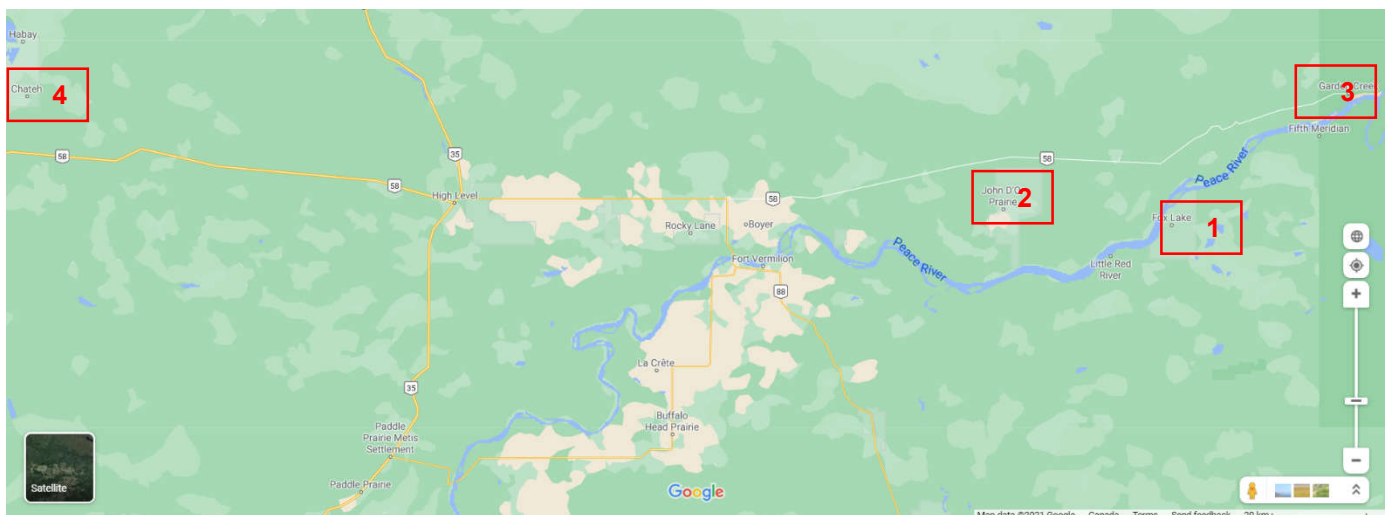
### 3.6 Travel and Living

*The Contractor will need to make his/her own transportation and accommodation arrangements. As these are remote and isolated communities, accommodations are not available in any of the communities.*

*There are no separate costs for travel. Travel is to be built into the quote.*

## APPENDIX 1, DIRECTIONS TO DELIVERY POINTS

1. *Fox Lake Nursing Station: To get into Fox Lake Nursing Station you will need to pass John D'Or Turn Off and travel for an additional 29 km on the same highway and turn right at Wentzell Road just before the Garden River Health Station sign. Travel for 15 minutes and then cross the icebridge into Fox Lake Nursing Station.*
2. *John D'Or Prairie Health Centre: Travel for 87 km on Highway 58 East from High Level then turn right at John D'Or Turn Off. Drive for 10 km and you will arrive at John D'Or Prairie Health Centre.*
3. *Garden River Health Station: Highway 58 ends in Garden River Health Station, will take about 2 hours from High Level.*
4. *Hay Lakes Assumption Nursing Station (Chateh): High Level to Hay Lakes Assumption Nursing Station (Chateh) is about an hour on Highway 58 West; there will be a sign that says Hay Lakes Assumption Nursing Station (Chateh) and it is 11 km north off the paved highway.*



**ANNEX "B"****BASIS OF PAYMENT**

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the work as determined in Annex – "A" – Statement of Work; to a limitation of expenditure of \$ \_\_\_\_\_

<b>CONTRACT PERIOD: Contract Award to : March 31, 2025</b>				
<b>(A)</b>	<b>(C)</b>	<b>(D)</b>	<b>(E)</b>	<b>(F)</b>
	<b>Name of Proposed Resource(s)</b>	<b>Estimated level of effort</b>	<b>All-inclusive fixed per hour rate</b>	<b>Total Cost F = D x E</b>
<b>Annual Equipment Inspection, Calibration, Servicing, and Repairs as and when needed</b>		<b>100 days</b>	<b>\$</b>	<b>\$</b>
<b>Total Estimated Initial Contract Cost:</b>				<b>\$</b>
<b>Applicable Taxes</b>				<b>\$</b>
<b>GRAND TOTAL</b>				<b>\$</b>

<b>OPTION CONTRACT PERIOD 1: April 1<sup>st</sup>, 2025 to March 31, 2026</b>				
<b>(A)</b>	<b>(C)</b>	<b>(D)</b>	<b>(E)</b>	<b>(F)</b>
	<b>Name of Proposed Resource(s)</b>	<b>Estimated level of effort</b>	<b>All-inclusive fixed per hour rate</b>	<b>Total Cost F = D x E</b>
<b>Annual Equipment Inspection, Calibration, Servicing, and Repairs as and when needed</b>		<b>25 days</b>	<b>\$</b>	<b>\$</b>
<b>Total Estimated Initial Contract Cost:</b>				<b>\$</b>
<b>Applicable Taxes</b>				<b>\$</b>
<b>GRAND TOTAL</b>				<b>\$</b>

<b>OPTION CONTRACT PERIOD 2: April 1<sup>st</sup>, 2026 to March 31, 2027</b>				
<b>(A)</b>	<b>(C)</b>	<b>(D)</b>	<b>(E)</b>	<b>(F)</b>

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	<b>Name of Proposed Resource(s)</b>	<b>Estimated level of effort</b>	<b>All-inclusive fixed per hour rate</b>	<b>Total Cost F = D x E</b>
<b>Annual Equipment Inspection, Calibration, Servicing, and Repairs as and when needed</b>		<b>25 days</b>	<b>\$</b>	<b>\$</b>
<b>Total Estimated Initial Contract Cost:</b>				<b>\$</b>
<b>Applicable Taxes</b>				<b>\$</b>
<b>GRAND TOTAL</b>				<b>\$</b>

# ANNEX "C"

## SECURITY REQUIREMENTS CHECK LIST



Contract Number / Numéro du contrat  
 1000227092  
 Security Classification / Classification de sécurité  
**UNCLASSIFIED**

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

PART A – CONTRACT INFORMATION / PARTIE A – INFORMATION CONTRACTUELLE							
1. Branch / Sector / Directorate / Region / Direction générale / Secteur / Direction / Région <b>ISC FNIHB</b>		2. Contract type / Type de contrat Non-Competitive / Non-compétitif <input type="checkbox"/> Competitive / Compétitif <input checked="" type="checkbox"/> Type :					
3. Brief Description of Work / Brève description du travail INSPECTION & REPAIR/CALIBRATION OF MEDICAL EQUIPMENT IN REMOTE NURSING STATIONS FOR TREATY 8 NORTH COMMUNITIES							
4. Contract Amount / Montant du contrat <b>\$ 163,500.00</b>		6. Company Name and Address (for non-competitive contract only) / Nom et adresse de la compagnie (pour les contrats non-compétitifs seulement) :					
5. Contract Start and End date / Date de début et de fin du contrat JULY 1, 2021 to / au June 30, 2025							
7. Will the supplier require / Le fournisseur aura-t-il :							
7.1 access to PROTECTED and/or CLASSIFIED information or assets? accès à des renseignements ou à des biens désignés PROTÉGÉS et/ou CLASSIFIÉS?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui					
7.2 an access card to AANDC premises? besoin d'une carte d'accès aux bureaux d'AANDC?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui					
7.3 access to the departmental computer network? accès au réseau informatique du Ministère?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui					
<b>(If the answer is No to all three questions, go to Part D / Si la réponse est Non aux trois questions, allez à la Partie D)</b>							
PART B – SAFEGUARDS OFF-SITE (COMPANY) / PARTIE B – MESURES DE PROTECTION À L'EXTÉRIEUR (COMPAGNIE)							
PHYSICAL INFORMATION / ASSETS / RENSEIGNEMENTS MATÉRIELS / BIENS							
8. Will the supplier be required to receive/store PROTECTED and/or CLASSIFIED information/assets on its site or premises? Le fournisseur sera-t-il tenu de recevoir /entreposer sur place des renseignements/biens PROTÉGÉS et/ou CLASSIFIÉS?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui					
INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)							
9.1 Will the supplier be required to use its computers, portable media, or IT systems to electronically process/store sensitive information? Le fournisseur sera-t-il tenu d'utiliser ses propres ordinateurs, médias portatifs ou systèmes TI pour traiter/stocker électroniquement des renseignements sensibles?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui					
9.2 Will the supplier be required to electronically transmit sensitive information to/from the Department or with other parties? Le fournisseur sera-t-il requis de transmettre électroniquement de l'information sensible au/à partir du Ministère ou avec d'autres parties? If yes, specify: / Si oui, spécifiez :		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui					
a) Email transmission / Transmission par courrier électronique :		<input type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui					
b) Other transmission (Secure FTP, Collaboration, etc) / Autre transmission (FTP sécurisé, collaboration, etc) :		<input type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui					
c) Remote access required to AANDC network (VPN, Citrix) / Besoin de connexion à distance au réseau d'AANDC (VPN, Citrix) :		<input type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui					
9.3 Will the supplier be required to safeguard COMSEC* information or assets? Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC* ?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui					
* Handling equipment and measures for secure transmission and emission (cryptographic, secure fax/phone) / Manipulation de l'équipement et des mesures sécuritaires pour fin de transmission et émissions (cryptographie, téléphone/télécopieur sécuritaire)							
10. SUMMARY CHART / TABLEAU RÉCAPITULATIF							
Category / Catégorie	Please refer to question : Veuillez vous référer à la question :	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ		
		A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
Information / Assets / Renseignements/Biens	7.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information / Assets (off site) / Renseignements/Biens (extérieur)	8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Information / Assets (off site) / Renseignements/Biens TI (extérieur)	9.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Transmission - e-mail / Transmission TI - courriel	9.2 a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Transmission - other / Transmission TI - autre	9.2 b)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Remote Access to Network / Connexion à distance au réseau	9.2 c)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMSEC	9.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PART C – PERSONNEL / PARTIE C – PERSONNEL							

11.1 Personnel Security Screening Level Required:  
Niveau d'enquête de la sécurité du personnel requis :  N/A / Non requis  Reliability/ Fiabilité  Confidential/ Confidentiel  Secret  Top Secret/ Très secret

11.2 May unscreened personnel be used for portions of work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  No / Non  Yes / Oui  N/A / Non requis

12. 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

 Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat  
**1000227092**  
Security Classification / Classification de sécurité  
**UNCLASSIFIED**

**PART D – AUTHORIZATION / PARTIE D – AUTORISATION**

13. Organization Project Authority / Chargé de projet de l'organisme  
Name (print) – Nom (en lettres moulées) | Title - Titre | Signature  
**LYNN DEVEAU-HUBENIG** | ACTING DIRECTOR OF OPERATIONS & INFRASTRUCTURE | Lynn Deveau-Hubenig

Telephone No. – N° de téléphone | Facsimile No. - N° de télécopieur | E-mail address – Adresse courriel | Date  
**780-932-0733** | | **lynn.deveau-hubenig@canada.ca** | **May 14, 2021**

14. Organization Security Authority / Responsable de la sécurité de l'organisme  
Name (print) – Nom (en lettres moulées) | Title - Titre | Signature  
**Steven French** | **A/ Supervisor, Contract Security** | french, steven

Telephone No. – N° de téléphone | Facsimile No. - N° de télécopieur | E-mail address – Adresse courriel | Date  
**819-360-2958** | | **steven.french@canada.ca** | **2021/06/14**

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) | Title - Titre | Signé  
**Alex Cormier Howie** | **Senior Procurement Officer** | Alex

Telephone No. – N° de téléphone | Facsimile No. - N° de télécopieur | E-mail address – Adresse courriel | Date  
**873-354-0959** | **N/A** | **alexander.cormierhowie@canada.ca** |

17. Contracting Security Authority / Autorité contractante en matière de sécurité  
Name (print) – Nom (en lettres moulées) | Title - Titre | Signature  
| | |

Telephone No. – N° de téléphone | Facsimile No. - N° de télécopieur | E-mail address – Adresse courriel | Date  
| | | |

TBS/SCT 350-103/2004/12)

Security Classification / Classification de sécurité  
**Unclassified**



NCR#7087864 - v1