

Correctional Service Canada

Service correctionnel Canada

Title - Suiet

## **RETURN BIDS TO:**

## **RETOURNER LES SOUMISSIONS À:**

Bid Receiving - Réception des soumissions:

Regional Contracting and Materiel Services / Régional de Contrats et de gestion du Matériel
Ontario Region / Region de l'Ontario
Correctional Service of Canada / Service correctionnel du Canada
445 Union St. West / 445 rue Union Ouest
Kingston, ON K7L 4Y8

# REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

# Proposal to: Correctional Service Canada – Proposition à: Service Correctionnel du 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.

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 appendices ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

## Comments — Commentaires :

"THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT" « LE PRÉSENT DOCUMENT COMPORTE UNE EXIGENCE RELATIVE À LA SÉCURITÉ »

Vendor/Firm Name and Address — Raison sociale et adresse du fournisseur/d	de l'entrepreneur :
Telephone # — N° de Téléphone :	
Fax # — No de télécopieur :	
Email / Courriel :	_
GST # or SIN or Business # — N° de TPS ou NAS ou N° d'entreprise :	

Optometry Services					
Solicitation No. — N°. de l'invitation	Date:				
21423-25-3674078	September 20, 2021				
Client Reference No. — Nº. de Référence du Client					
GETS Reference No. — Nº. de Référence	de SEAG				
Solicitation Closes — L'invitation prend	fin				
at /à : 14 :00 EDT					
on / le: October 5, 2021					
F.O.B. — F.A.B. Plant – Usine: Destination: X	Other-Autre:				
Address Enquiries to — Soumettre toute	es questions à:				
Jason.Scott@csc-scc.gc.ca					
	Fax No. – N° de				
Telephone No. – N° de téléphone:	télécopieur:				
613-530-3001	613-536-4571				
Destination of Goods, Services and Construction Destination des biens, services et construction					
Bath Institution					
Instructions: See Herein Instructions : Voir aux présentes					
Delivery Required — Livraison exigée : See herein	Delivery Offered – Livraison proposée : Voir aux présentes				
Name and title of person authorized to sign of	n behalf of Vendor/Firm				
Nom et titre du signataire autorisé du fournis	seur/de l'entrepreneur				
Name / Nom Title	/ Titre				
Signature Date					
(Sign and return cover page with bid proposal /					
Signer et retourner la page de couverture a	vec la proposition)				

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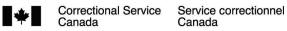
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## **PART 1 - GENERAL INFORMATION**

# 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 <u>Contract Security Program</u> (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.

## 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 <u>Standard Acquisition Clauses and Conditions Manual</u> 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: one hundred and twenty (120) days

#### 2. Submission of Bids

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

Due to the nature of the bid solicitation, CSC will not accept bids submitted in hard copy or by facsimile.

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

## **Definitions**

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

- a. an individual;
- 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 <u>Public Service Superannuation</u>

<u>Act</u> (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the <u>Supplementary</u>

<u>Retirement Benefits Act</u>, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the <u>Canadian Forces Superannuation Act</u>, R.S., 1985, c. C-17, the <u>Defence Services Pension Continuation Act</u>, 1970, c. D-3, the <u>Royal Canadian Mounted Police Pension Continuation Act</u>, 1970, c. R-10, and the <u>Royal Canadian Mounted Police Superannuation Act</u>, R.S., 1985, c. R-11, the <u>Members of Parliament Retiring Allowances Act</u>, R.S. 1985, c. M-5, and that portion of pension payable to the <u>Canada Pension Plan Act</u>, 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:

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

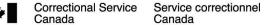
By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with <a href="Contracting Policy Notice: 2019-1">Contracting Policy Notice: 2019-1</a> and the Guidelines on the Proactive Disclosure of Contracts.

## Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;



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 seven (7) 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 the Province of Ontario.

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

#### PART 3 - BID PREPARATION INSTRUCTIONS

### 1. Bid Preparation Instructions

CSC requests that bidders provide their bid in separate sections as follows:

Section I: Technical Bid: one (1) electronic copy in PDF format

Section II: Financial Bid: one (1) electronic copy in PDF format

Section III: Certifications: one (1) electronic copy in PDF format

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

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

#### 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

- 3.1 Bidders must submit their financial bid in Canadian funds and in accordance with the pricing schedule detailed in Annex B Proposed Basis of Payment. The total amount of Applicable Taxes must be shown separately, as applicable.
- 3.2 Bidders must submit their rates, FOB destination; Canadian customs duties and excise taxes included, as applicable, and Applicable Taxes excluded.
- 3.3 The rates specified in the financial proposal, when quoted by the Bidder, <u>must include</u> provision of all of the services described in Annex A Statement of Work, including the total estimated cost of all travel and living expenses that may need to be incurred for:
  - a. work described in Annex A, Statement of Work, of the bid solicitation required to be performed at the Institution indicated under 3. Objective.
  - b. travel between the successful bidder's place of business and the Institution; and
  - c. the relocation of resources to satisfy the terms of any resulting contract. These expenses cannot be charged directly and separately from the professional fees to any contract that may result from the bid solicitation.
- The rates specified in the financial proposal, when quoted by the bidder, <u>must not include</u> the cost of the supplies and equipment required to provide health services to CSC inmates (see Annex A, statement of work, article 16. Support to Contractor).
- 3.5 When preparing their financial bid, bidders should review clause 1.2, Financial Evaluation, of Part 4.
- 3.6 The Bidder's all-inclusive hourly rates in response to the RFP and resulting contract(s) will apply to where the Work is to be performed as specified in the RFP and the resulting contract(s).

## 3.7 Exchange Rate Fluctuation

SACC Manual clause C3011T (2013-11-06) Exchange Rate Fluctuation



Correctional Service Canada

Service correctionnel Canada

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 D – Evaluation Criteria**. Proposals not meeting all mandatory criteria will be declared non-responsive and will be given no further consideration.

#### 1.2 Financial Evaluation

SACC Manual Clause A0220T (2014-06-26), Evaluation of Price - Bid

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 noncompliant.

#### 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.

## 3. Insurance Requirements

- 3.1 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 Annex E.
- 3.2 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 <a href="Integrity Declaration Form">Integrity Declaration Form</a>. Bidders must submit this form to Correctional Service of Canada with their bid.

## 1.2 Integrity Provisions – Required documentation

- **(a) List of names**: all Bidders, regardless of their status under the Ineligibility and Suspension Policy, must submit the following information:
- 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 Ridder must w	uithin 1	Owarking days, inform the Contracting

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

SACC Manual clause A3005T (2010-08-16) Status and Availability of Resources

## 1.5 Language Requirements - English Essential

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 English. The individual(s) proposed must be able to communicate orally and in writing in English without any assistance and with minimal errors.

### 1.6 Education and Experience

SACC Manual clause A3010T (2010-08-16) Education and Experience

## 1.7 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.

#### 1.8 Rate Certification

The Bidder certifies that the rates proposed:

- a. are not in excess of the lowest rate charged anyone else, including the Bidder's most favoured customer, for the like quality and quantity of the service;
- b. do not include an element of profit on the sale in excess of that normally obtained by the Bidder on the sale of services of like quality and quantity, and
- c. do not include any provision for discounts to selling agents.

## 1.9 Licensing Certification

## a) Optometrist Licence:

The Bidder must hold a current license in good standing with the provincial licensing body for optometrists.

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

### 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.
- 1.1.1 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).
- 1.1.2 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.
- 1.1.3 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.
- 1.1.4 Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
- 1.1.5 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).

## 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 <u>Standard Acquisition Clauses and Conditions Manual</u> 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), 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 October 17, 2021 to October 16, 2023 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 two (2) additional one (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 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.

## 4.3 Option to Extend – Transition Period

The Contractor acknowledges that the nature of the services provided under the Contract requires continuity and that a transition period may be required at the end of the Contract. The Contractor agrees that Canada may, at its discretion, extend the Contract by a period of 60 days under the same conditions to ensure the required transition. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions of the Basis of Payment.

The Contracting Authority will advise the Contractor of the extension by sending a written notice to the Contractor at least 30 calendar days before the contract expiry date. The extension 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: Jason Scott

Title: Regional Procurement and Contracting Officer

Correctional Service Canada

Branch/Directorate: Contracting and Materiel Services

Telephone: 613-530-3001 Facsimile: 613-536-4571

E-mail address: Jason.Scott@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

The Project Authority for the Contract is:

Name:

Title:

Correctional Service Canada

Branch/Directorate:

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.

## 5.3 Contractor's Representative

The Authorized Contractor's Representative is:

Name:

Title:

Company:

Address: Telephone:

Facsimile:

E-mail address:



6. Payment

## 6.1 Basis of Payment - Firm Hourly Rates

The Contractor will be paid firm hourly rates detailed in accordance with Annex B – Basis of Payment for work performed in accordance with the contract. Custom duties are excluded and Applicable taxes are extra.

## 6.2 Limitation of Expenditure

- 1. Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_. Customs duties are excluded 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 percent committed, or
  - (b) four (4) 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

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 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.

The original must be forwarded to the following address for certification and payment:

Chief Health Services Bath Institution 5775 Bath Road Bath, Ontario K0H 1G0

## 7.2 Optometry Services Invoices

The Contractor must submit invoices on a monthly basis.

All invoices must include the following as a minimum:
Name of Contractor
Registration/License Number
Contract Number
Date(s) of Service
Date of Invoice
Total billable hours by type of service
Total fees

## 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 the Province of Ontario.



## 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 4008 (2008-12-12), Personal Information;
- (c) the General Conditions 2010B (2020-05-28), General Conditions Professional Services (Medium Complexity);
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) Annex D, Evaluation Criteria;
- (h) Annex E, Insurance Requirements;
- (i) Annex F, National Essential Health Services Framework, and;
- (j) the Contractor's bid dated \_\_\_\_\_

## 11.Termination on Thirty Days Notice

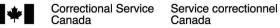
- 11.1 Canada reserves the right to terminate the Contract at any time in whole or in part by giving thirty (30) calendar days written notice to the Contractor.
- 11.2 In the event of such termination, Canada will only pay for costs incurred for services rendered and accepted by Canada up to the date 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 Requirements

- 12.1 The Contractor must comply with the insurance requirements specified in Annex E 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.
- 12.2 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.
- 12.3 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. 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.



## 14. 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:

- 14.1 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).
- 14.2 The Contractor must advise the Minister of any change in ownership control for the duration of the contract.
- 14.3 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.
- 14.4 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.

#### 15. Closure of Government Facilities

- 15.1 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.
- 15.2 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.

## 16. Tuberculosis Testing

- 16.1 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.
- 16.2 Failure to provide proof of and results of a tuberculin test may result in the termination of the contract.
- 16.3 All costs related to such testing will be at the sole expense of the Contractor.

# 17. Compliance with CSC Policies

- 17.1 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.
- 17.2 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.

17.3 Details on existing CSC policies can be found on the <u>CSC website</u> or any other CSC web page designated for such purpose.

#### 18. Health and Labour Conditions

- 18.1 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.
- 18.2 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.
- 18.3 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.
- 18.4 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."

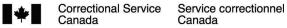
## 19. Identification Protocol Responsibilities

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:

- 19.1 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;
- 19.2 During attendance at any meeting, the Contractor or Contractor Representatives must identify themselves as such to all meeting participants;
- 19.3 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 themself 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
- 19.4 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.

## 20. 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.



### 21. 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.

### 22. 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 <u>Public Service Superannuation Act</u> (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 <u>Contracting Policy Notice: 2019-01</u> of the Treasury Board Secretariat of Canada.

#### 23. Information Guide for Contractors

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

#### ANNEX A - Statement of Work

## 1. Introduction:

1.1 The Correctional Service of Canada (CSC) Health Services require the services of an optometrist for Bath Institution in the Ontario Region. The Contractor (Optometrist) will provide optometry services to inmates and collaborate with the institution's multi-disciplinary health services team that includes, but is not limited to, nurses, physician, dietitians, radiology services, dental, psychiatry, psychology and other allied healthcare professionals.

## 2. Background:

- 2.1 CSC has a legal obligation, under the Corrections and Conditional Release Act (CCRA), to "provide every inmate with essential health care and reasonable access to non essential mental health care".
- 2.2 The Commissioner's Directives 800 series are the key references on essential health services covering Clinical services, mental health and public health services.
- 2.3 The mission of Health Services is to provide offenders with efficient and effective health services that *encourage individual responsibility, promote healthy reintegration and contribute to safe communities*.
- 2.4 Consistent with its transformation agenda, CSC recognizes that health outcomes are a shared responsibility between service providers and inmates. Inmates must be involved in taking responsibility and proactive measures to safeguard their health, which includes dental health.
- 2.5 Health Services are provided in ambulatory Health Service Centres in institutions, regional hospitals and regional treatment / psychiatric centres. Inmates may have to go to the community for emergency services, specialized health care services and for hospitalization that cannot be accommodated in CSC's regional hospitals. In CSC, health care is provided by a wide range of regulated and non-regulated health professionals.
- 2.6 In broad terms health care means medical, dental, mental health care and public health services. During the period of incarceration, inmates are provided with a range of coordinated health services that are accessible, affordable, and appropriate to the correctional environment.

# 3. Objective:

3.1 Provide essential optometry services, on an as and when requested basis, to inmates at Bath Institution as an optometrist, in accordance with CSC's CDs, Health Services Policies, and Guidelines.

# 4. Performance standards:

- 4.1 The Contractor must also take into account gender, cultural, religious and linguistic differences and be responsive to the special needs of women and Aboriginal People.
- 4.2 Optometry care:

The Contractor must provide all optometry services in compliance with federal and provincial legislation and standards, provincial and national guidelines, practice standards and CSC Policy/Guidelines.

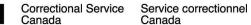
4.3 Compliance with provincial/national guidelines

The Contractor is expected to consult with the Chief Health Services to ensure that all optometry practices are consistent with the relevant and most current legislation, practice standards and policies.

- 4.4 The following is a list of key relevant legislation and CSC Policy/Guidelines but should not be considered an exhaustive list. CSC's policies and guidelines can be found on the CSC internet website at www.CSC-SCC.GC.ca or available in hard copy.
  - Corrections and Conditional Release Act Section 85 Health Care
  - Commissioner's Directive 800, Health Services
  - National Essential Health Services Framework
  - · Emergency Medical Directives
  - CSC National Formulary
  - Documentation for Health Services Professionals
  - Abbreviations for Health Services
  - Guidelines for Sharing Personal Health Information
  - · Accreditation Standards and Required Organization Practices
- 4.5 Documentation on CSC's Electronic Health Care Record:
- a) In addition to the above noted policies, guidelines and standards, the Contractor must document all assessment, treatment and consultations in the Inmates Electronic Health Care Records in compliance with relevant legislation, professional standards of practice and CSC's Documentation for Health Services Professionals guidelines.
- b) As an accountability and quality assurance measure, the Chief, Health Services will periodically review the Contractor's documentation for quality, consistency and completeness.
- All of the inmates' health care records, including all protected information, must remain at the institution.
- d) The Contractor must obtain prior approval, in writing, from the Chief, Health Services before collecting any data on inmates. The Contractor must specify what data would be collected and for what purpose. Any data collected in an electronic or other format must remain at the institution.

## 5. Tasks:

- 5.1 Inmate care:
- a) The Contractor must provide optometry services to inmates on an as and when requested basis, as determined by the Chief Health Services, in accordance with the National Essential Health Services Framework, including any amendment to this Framework issued by CSC during the contract period and any optional period if and when exercised by CSC.
- b) These services include, but are not limited to the following:
  - i. Performing general eye examinations to rule out pathology and/or diagnose disorders of the eye (including but not limited to, glaucoma, diabetes, eye dilation).
  - ii. Performing tests of visual acuity, including but not limited to: measurements of refractive errors; measurement of full field perimetry; verifying prescription glasses; annual eye examinations for diabetics.



- iii. Treating conditions of the eye, including but not limited to conjunctivitis, blepharitis, uveitis, presence of foreign bodies, by prescribing or administering medication or appropriate eye care;
- iv. Prescribing corrective lenses to treat visual impairment as per the guidelines in the Essential Health Services Framework.
- v. Upon receipt of frames, checking the prescription, fit and the choice of frame to validate compliance with requirements.
- vi. Fitting and adjusting existing frames to ensure a correct and comfortable fit and performing minor repairs on site as requested by the Chief Health Services. Repairs shall include hinge repair and replacement of fronts, temples and nose pads (regardless of manufacturer).
- vii. Making appropriate referrals to other health care providers including but not limited to ophthalmologists or medical practitioners and/or CNIB in accordance with requirements.
- viii. Providing advice to prevent visual disorders and promote healthy habits to maintain good vision
- 5.4 The Institution shall provide inmates with the sample case of glasses to choose from. Purchasing from other suppliers is not permitted. This contract does not include the sale or delivery of eyeglasses.
- 5.5 The Contractor must document optometry assessment, treatment, consultations and referrals in the inmate's health care record (Electronic Health Care Record)
- 5.6 The Contractor must consult with the Chief Health Services and make recommendations regarding requirements for optometry supplies and equipment, including maintenance and repair. Any requests for equipment and supplies must be submitted to, and approved by, the Chief Health Services.
- 5.7 Recommendations for Special Authorization items:
  - The Contractor must ensure that requests for Special Authorization items that are being recommended by the Contractor are made in accordance with CSC's Essential Health Services Framework. Inmates may request upgrades which will be at the complete expense of the inmate. All requests for special authorization items will be subject to CSC approval requirements, and paid through the institutional ITF process. The Contractor will assist with the documentation for the ITF as needed which will be approved by the Chief Health Services.
- 5.8 Optometry Services to other CSC Institutions:

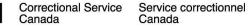
On occasion and at the request of the Chief Health Services, the Contractor may be required to provide optometry services to inmates in other CSC institutions.

## 6. Grievance and Investigation Processes:

6.1 The Contractor must participate in various CSC internal inmate grievance/investigation processes which may include a review of the Contractor's documentation on the Health Care Records. Upon request from the Chief Health Services, the Contractor may have to undergo interviews as a result of an inmate grievance/investigation process.

## 7. Continuity of services:

The Contractor must provide a backup resource to ensure continuity of services if the Contractor is unable to provide services in person due to, but not limited to, vacation or prolonged illness (illness of more than 5 days) unless the Contractor has made previous arrangements with the Chief Health Services. Any backup resource must have the qualifications and experience needed to meet the criteria used to select the Contractor and must be acceptable to CSC. The backup



resource must also possess a valid security clearance in accordance with the contract's security requirements.

The Chief Health Services may, at their discretion, accept the replacement or cancel clinics.

### 8. Services related to the provision of Health Services in CSC:

- 8.1 At the request of the Chief Health Services, the Contractor must participate in the review of policies and guidelines related to the provision of Health Services in CSC.
- 8.2 The Contractor must have knowledge of and, at the request of the Chief Health Services, provide input into, CSC's Accreditation Standards, Required Organizational Practices and other CSC quality improvement/assurance initiatives.

#### 9. Notification Requirements:

- 9.1 The Contractor must notify the Chief Health Services of any issues that may call into question the Contractor's competency and any restrictions imposed by the licensing body affecting the Contractor's ability to provide medical services to inmates.
- 9.2 The Contractor must notify the Chief Health Services immediately of any significant complaints lodged against the Contractor.

## 10. Security:

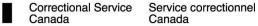
- 10.1 All equipment including communication devices the Contractor wishes to bring into the Institution must be approved by the Chief Health Services and CSC Security in advance.
- 10.2 As a visitor to a CSC correctional institution, the Contractor will be subject to local security requirements that can vary from moment to moment depending on inmate activities. The Contractor may be faced with delay or refusal of entry to certain areas at certain times although prior arrangements for access may have been made.

## 11. Language of work:

11.1 Language of work must be English.

#### 12. Hours of work:

- 12.1 The Contractor must provide optometry services on an as and when requested basis to inmates during clinics held at Bath Institution.
- 12.2 The Chief Health Services will contact the Contractor to schedule optometry clinics. Dates and times will be determined by mutual agreement between the Chief Health Services and Contractor.
- 12.3 If CSC must unexpectedly delay or cancel a clinic on short-term notice, including on the day of the clinic, the Contractor will be paid a one-hour charge calculated from the time the clinic was scheduled to begin.
- 12.4 In case of delays, the Chief Health Services reserves the right to cancel the remainder of the clinic at no additional cost to CSC.
- 12.5 The Chief Health Services may, at their discretion, change the clinic schedule and number of hours of service during the course of the contract, including any options if and when exercised by CSC.



- 12.6 The Chief Health Services will notify the Contractor of any long-term changes to clinic schedules a minimum of one week prior to implementation of the change.
- 12.7 In the event the Contractor must cancel a clinic, he/she must provide at least 24 hours notice to the Chief Health Services. At the discretion of the Chief Health Services, the clinic may be rescheduled or cancelled.

#### 13. Meetings:

- 13.1 At the discretion of the Chief Health Services, there will be an initial meeting at the beginning of the contract to finalize the scope of services to be provided under the contract.
- 13.2 At the request of the Chief Health Services, the Contractor must attend meetings at Ontario Regional Headquarters.

## 14. Reporting Requirements:

- 14.1 At any time, the Chief Health Services may request that the Contractor report data on health services provided to inmates. This may include the use of reporting templates as provided by the Chief Health Services.
- 14.2 At the request of the Chief Health Services, the Contractor must produce or contribute to regional reporting.
- 14.3 As part of CSC's accountability with respect to the delivery of health services, the Chief Health Services may request that the Contractor provide input into reports on health care delivery.

#### 15. Constraints:

- 15.1 Working within a correctional institutional environment:
- a) While the expectation is that optometry practices in CSC institutions are generally consistent with community practice, because the care provided as part of this contract is within a prison setting, there are some limitations with respect to practice. CSC policy and guidelines are developed in order to provide direction to health care professions regarding these limitations.

#### 16. Support to the Contractor:

16.1 CSC will provide the supplies, equipment and examination area required for optometry services to inmates. The Contractor will not sell or advertise its products and services.



## **ANNEX B - Proposed Basis of Payment**

The Contractor will be paid in accordance with the following Basis of Payment for Work performed pursuant to the 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 Contract Period (From October 17, 2021 to October 16, 2023)

#### 1.1 Professional Fees

## (a) Optometry clinics:

For the provision of optometry services as described in Annex A - Statement of Work, the Contractor shall be paid the all inclusive firm hourly rate in Table (1.1) in the performance of this Contract, Applicable Taxes extra.

RESOURCE NAME	Table (1.1)  ALL-INCLUSIVE  HOURLY RATE  FOR  OPTOMETRY  SERVICES  A	ESTIMATED LEVEL OF EFFORT (hours) B	Total (in Can \$) A x B
Clinics (12 clinics per year. Each clinic is 8 hours)	\$	192 hours	\$

## b) Attendance at Meetings:

For attendance at meetings as requested by the Chief Health Services, CSC will pay the contractor an amount equal to 75% of the all-inclusive hourly rate listed in table (a).

### 2.0 Option(s) to Extend the Term of the Contract

Subject to the exercise of the option to extend the Contract period in accordance with Article 4. Term of contract of the original contract, Options to Extend Contract, the Contractor will be paid the firm all inclusive hourly rate(s), in accordance with the following table, 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 asrequested basis.

#### 2.1 Contract Period (From October 17, 2023 to October 16, 2024)

	Table (2.0)		
RESOURCE NAME	ALL-INCLUSIVE HOURLY RATE FOR OPTOMETRY SERVICES A	ESTIMATED LEVEL OF EFFORT (hours) B	Total (in Can \$) A x B
Clinics (12 clinics per year, 8 hour sessions)	\$	96 hours	\$

# 2.2 Contract Period (From October 17, 2024 to October 16, 2025)

	Table (2.0)		
RESOURCE NAME	ALL-INCLUSIVE HOURLY RATE FOR OPTOMETRY SERVICES A	ESTIMATED LEVEL OF EFFORT (hours) B	Total (in Can \$) A x B
Clinics (12 clinics per year, 8 hour sessions)	\$	96 hours	\$

## 3.0 Cost Reimbursable Expenses

- 3.1 Canada will not accept any travel and living expenses for:
  - (a) Work performed at the Institution indicated under Annex A, Statement of Work, 3. Objective;
  - (b) Any travel between the Contractor's place of business and the Institution; and
  - (c) Any relocation of resources required to satisfy the terms of the Contract. These expenses are included in the all inclusive hourly rates specified in this annex.

All prices and amounts of money in the contract are exclusive of Applicable Taxes unless

agrees to remit to Canada Revenue Agency (CRA) any amounts of Applicable Taxes paid

# 4.0 Applicable Taxes

or due.

4.1

	otherwise indicated. The Applicable Taxes, are extra to the price herein and will be paid by Canada.
4.2	The estimated Applicable Taxes of \$ (to be completed at contract award) are included in the total estimated cost shown on page 1 of this Contract. The estimated Applicable Taxes will be incorporated into all invoices and progress claims and shown as a separate item on invoices and progress claims. All items that are zero-rated, exempt, or to which taxes do not apply, are to be identified as such on all invoices. The Contractor

## ANNEX C - Security Requirement Check List

#### DSD-ONT4226

Government of Canada Gouvernement du Canada Contract Number / Numéro du contrat 8
21433-25-3674078
Security Classification / Classification de sécurité

SECURITY REQUIREMENTS CHECK LIST (SRCL) LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)
PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE Originating Government Department or Organization
Ministère ou organisme gouvernemental d'origine 2. Branch or Directorate / Direction generale ou Direction

2. Branch or Directorate / Direction generale ou Direction

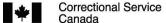
3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant a) Subcontract Number / Numéro du contrat de sous-traitance 4. Brief Description of Work / Brève description du travail optician to provide optical onsite a6sessments 5. a) Will the supplier require access to Controlled Goods? Non Le fournisseur aura-t-il accès à des marchandises contrôlées? Qui 5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Non Out Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Réglement sur le contrôle des données techniques? 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 PROTEGÉS et/ou CLASSIFIÉS? Non (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)

(B. 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. Yes Oui Le fournisseur et ses employés (p. ex. nettoyeurs, personnet d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTEGES et/ou CLASSIFIES n'est pas autorisé.

6. c) Is this a commercial courier or delivery requirement with no overnight storage?

S'agil-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? V Non Yes 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 V NATO / OTAN Foreign / Étranger 7. b) Release restrictions / Restrictions relatives à la diffusion All NATO countries No release restrictions Augune restriction relative Tous les pays de l'OTAN Aucune restriction relative à la diffusion à la diffusion Not releasable À ne pas diffuser Restricted to: / Limité à : Restricted to: / Limité à : Restricted to: / Limité à : Specify country(ies): / Préciser le(s) pays : Specify country(ies): / Preciser le(s) pays : Specify country(ies): / Préciser le(s) pays : 7. c) Level of information / Niveau d'information PROTECTED A NATO UNCLASSIFIED PROTECTED A NATO NON CLASSIFIÉ PROTÉGÉ A PROTÉGÉ A PROTECTED B NATO RESTRICTED PROTECTED B NATO DIFFUSION RESTREINTE PROTÉGÉ B PROTÉGÉ B NATO CONFIDENTIAL PROTECTED C PROTECTED C NATO CONFIDENTIEL PROTĖGĖ C PROTEGÉ C CONFIDENTIAL NATO SECRET CONFIDENTIAL CONFIDENTIEL NATO SECRET CONFIDENTIEL SECRET COSMIC TOP SECRET SECRET COSMIC TRES SECRET SECRET SECRET TOP SECRET TOP SECRET TRÈS SECRET TRES SECRET TOP SECRET (SIGINT) TOP SECRET (SIGINT) TRES SECRET (SIGINT) TRES SECRET (SIGINT) TBS/SCT 350-103(2004/12) Security Classification / Classification de sécurité Canada da

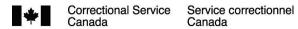


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11. b) Will the Le fourn	supplier be required to safeguard Co lisseur sera-t-il tenu de protéger des	OMSEC information or assets? renseignements ou des biens Co	OMSEC?		Non Yes Non Oui
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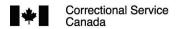
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14. Organization Security Authority		rganisme	Jerre	Jee Jee Jee
Name (print) - Nom (en lettres moule Rita Dubois	Contract	re Security Analyst a sécurité des contrats	Signature Dubo	Chapter visional by Curious, 61th Chapter visional by Curious, 61th Chapter Co. Chapter Co. Chapter Co. Chapter Co. Chapter Ch
Telephone No N° de téléphone 613-992-8995	Facsimile No Nº de teléceniau Rita. Dub	ois@ese-sce.co	Ael	Date 2020-11-23
<ol> <li>Are there additional instructions         Des instructions supplémentaire</li> </ol>	(e.g. Security Guide, Security Clas s (p. ex. Guide de sécurité, Guide	sification Guide) attached? de classification de la sécurité) sor	nt-elles jointe:	s? No Yes
<ol><li>Procurement Officer / Agent d'ap</li></ol>	provisionnement			
Name (print) - Nom (en lettres moule	es) [ Title - Title	re a	Signature	
Danielle Murdo	contro	acting officer	DM	del
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17. Contracting Security Authority / A	Autorité contractante en matière de	sécurité		
Cynthia Laverdure		12	Signature	
Contract Security Officer		* *	Laverd	ure, Cynthia Digitally signed by Laverdure, Cynthia Date: 2020.12.08 12:36:32-05'00'
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#### ANNEX D - 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 <u>imperative</u> that the proposal <u>address each of these criteria</u> 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

- 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 - 21423-25-3674078

#	Mandatory Technical Criteria	Bidder Response Description (include location in bid)	Met/Not Met
M1	The proposed resource must hold a current license in good standing from the provincial licensing body for optometrists in the province where services are to be provided.  Bidders must provide a copy of the license with their bid.		
M2	The proposed resource must have a minimum of six (6) months experience in providing optometry services in the last two (2) years.		

## **ANNEX E - Insurance 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.
  - 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)
  - 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.
  - I) 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 codefend 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. Professional Liability Insurance:

- 3.1 The Contractor must obtain Professional 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 loss and \$6,000,000.00 in the annual aggregate, inclusive of the defence costs.
- 3.2 Coverage is for what is standard in a Professional Liability policy and must be for claims arising out of the rendering or failure to render optometry 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 F - National Essential Health Services Framework**

Please see attached.