

RETURN BIDS TO :

**RETOURNER LES
SOUMISSIONS À:**

Alexander.cormierhowie@sac-isc.gc.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).

Instructions : See Herein

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**

Title – Sujet SAC/ISC – Non-Insured Health Benefit's (NIHB) Medical Supplies and Equipment (MSE) Reimbursement Model and Price Files Review	
Solicitation No. – N° de l'invitation 1000230659	Date 17-November-2021
Client Reference No. – N° référence du client N/A	
GETS Reference No. – N° de reference de SEAG PW-21-00975052	
File No. – N° de dossier N/A	CCC No. / N° CCC - FMS No. / N° VME N/A
Solicitation Closes – L'invitation prend fin at – à 02 :00 PM on – le January 14th, 2022	Time Zone Fuseau horaire EST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Inquiries to : - Adresser toutes questions à: Alexander.cormierhowie@sac-isc.gc.ca	Buyer Id – Id de l'acheteur DY6
Telephone No. – N° de téléphone : 873-354-0959	FAX No. – N° de FAX N/A
Destination – of Goods, Services, and Construction: Destination – des biens, services et construction : NCR/RCN	

Instructions: Voir aux présentes

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

PART 1 – GENERAL INFORMATION	4
1.1 INTRODUCTION	4
1.2 SUMMARY	4
1.3 DEBRIEFINGS	4
PART 2 – BIDDER INSTRUCTIONS.....	5
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS	5
2.2 SUBMISSION OF BIDS.....	5
2.3 INQUIRIES - BID SOLICITATION.....	5
2.4 APPLICABLE LAWS.....	5
PART 3 – BID PREPARATION INSTRUCTIONS	7
3.1 BID PREPARATION INSTRUCTIONS	7
ATTACHMENT 1 TO PART 3, PRICING SCHEDULE	8
PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION	11
4.1 CONDITIONAL SET-ASIDE FOR ABORIGINAL BUSINESS	11
4.2 EVALUATION PROCEDURES.....	11
4.2.1 <i>Technical Evaluation</i>	11
4.2.1.1 Joint Venture Experience	11
4.3.1 Mandatory Technical Criteria.....	12
4.3.2 Point Rated Technical Criteria.....	12
4.4.1 <i>Financial Evaluation</i>	12
4.4.2 <i>Mandatory Financial Criteria</i>	12
4.5 BASIS OF SELECTION	13
4.5.1 <i>Basis of Selection – Highest Combined Rating of Technical Merit [70%] and Price [30%]</i>	13
PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION	19
5.1 CERTIFICATIONS AND ADDITIONAL INFORMATION REQUIRED WITH THE BID	19
5.1.1 <i>Integrity Provisions - Declaration of Convicted Offences</i>	19
5.1.2 <i>Additional Certifications Required with the Bid</i>	19
5.2 CERTIFICATIONS AND INFORMATION REQUIRED PRECEDENT TO CONTRACT AWARD	19
5.2.1 <i>Integrity Provisions – Required Documentation</i>	19
5.2.2 <i>Federal Contractors Program for Employment Equity - Bid Certification</i>	19
PART 6 – SECURITY, FINANCIAL AND OTHER REQUIREMENTS	20
6.1 SECURITY REQUIREMENT	20
PART 7 – RESULTING CONTRACT CLAUSES	21
7.1 STATEMENT OF WORK	21
7.2 STANDARD CLAUSES AND CONDITIONS	21
7.2.1 <i>General Conditions</i>	21
7.2.2 <i>Inspection and Acceptance</i>	21
7.2.3 <i>Specific Person(s)</i>	21
7.3 SECURITY REQUIREMENT	21
7.4 TERM OF CONTRACT	21
7.4.1 <i>Period of the Contract</i>	21
7.4.2 <i>Option to Extend the Contract</i>	21
7.4.3 <i>Termination on Thirty Days Notice</i>	22
7.5 AUTHORITIES.....	22

7.5.1 Contracting Authority.....22
7.5.2 Project Authority.....22
7.5.2 Contractor's Representative.....22
7.6 PAYMENT23
7.6.1 Basis of Payment.....23
7.6.1.1 Limitation of Expenditures..... 23
7.6.1.2 Milestone Payments - Not subject to holdback..... 23
7.6.2 Electronic Payment of Invoices - Contract.....23
7.6.3 Time Verification24
7.7 INVOICING INSTRUCTIONS24
7.8 CERTIFICATIONS AND ADDITIONAL INFORMATION24
7.8.1 Compliance.....24
8 APPLICABLE LAWS24
9 PRIORITY OF DOCUMENTS.....24
ANNEX A, STATEMENT OF WORK25
ANNEX B, BASIS OF PAYMENT30
ANNEX C, SECURITY REQUIREMENTS CHECK LIST33

TITLE

Bid solicitation # 1000230659, for the provision of the following professional services:
Non-Insured Health Benefits Program (NIHB)'s Medical Supplies and Equipment (MSE) Reimbursement Model and Price Files Review.

PART 1 – GENERAL INFORMATION

1.1 Introduction

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

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

1.2 Summary

Canada is seeking to establish a contract for the Review of the Non-Insured Health Benefits Program (NIHB)'s Medical Supplies and Equipment (MSE) Reimbursement Model and Price Files.

1.2.2 The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA)

1.3 Debriefings

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

PART 2 – BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

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

Subsection 4 of Section 05, Submission of Bids, of Standard Instructions 2003 incorporated by reference above, is amended as follows:

Delete: 60 days

Insert: 90 calendar days.

2.2 Submission of Bids

Bids must be submitted only to alexander.cormierhowie@canada.ca by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile will not be accepted.

2.3 Inquiries - 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.

2.4 Applicable Laws

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

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

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

Due to the nature of the bid solicitation, bids transmitted by epost Connect service and by facsimile will not be accepted.

Section I: Technical Bid

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Section II: Financial Bid

- A.** Bidders must submit their financial bid in Canadian funds and in accordance with the pricing schedule detailed in Attachment 1 to Part 3.
- B.** Bidders must submit their prices; Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.
- C.** When preparing their financial bid, Bidders should review clause 4.1.2, Financial Evaluation, of Part 4 of the bid solicitation; and article 7.6, Payment, of Part 7 of the bid solicitation.

Section III: Certifications

In Section III of their bid, bidders should provide the certifications required under Part 5 and, as applicable, any associated additional information.

ATTACHMENT 1 TO PART 3, PRICING SCHEDULE

The Bidder must complete this pricing schedule and include it in its financial bid.

The volumetric data included in this pricing schedule are provided for bid evaluated price determination purposes only. They are not to be considered as a contractual guarantee. Their inclusion in this pricing schedule does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.

The price included in this pricing schedule include or includes the total estimated cost of any travel and living expenses that may need to be incurred for the Work described in Part 7 of the bid solicitation.

Under any resulting contract, Canada will not accept travel and living expenses that may need to be incurred by the contractor for any relocation of resources required to satisfy its contractual obligations.

The intent is to allow the vendor to propose team make up and level of effort.

		QUOTED ALL-INCLUSIVE PER DIEM RATE (in Cdn \$)	Volumetric Data (Estimated Level of Effort)	Total (in Cdn \$)
		A	B	C= A x B
1	Contract Award to March 31 st 2023			
1a			Days	
			Days	
			Total:	

		QUOTED ALL-INCLUSIVE PER DIEM RATE (in Cdn \$)	Volumetric Data (Estimated Level of Effort)	Total (in Cdn \$)
		A	B	C= A x B
Option Year 1				
1	April 1 2023 to March 31, 2024			

1a			Up to 40 Days	
			Up to 40 Days	
			Total:	

		QUOTED ALL-INCLUSIVE PER DIEM RATE (in Cdn \$)	Volumetric Data (Estimated Level of Effort)	Total (in Cdn \$)
Option Year 2		A	B	C= A x B
1	April 1 2024 to March 31 2025			
1a			Up to 40 Days	
			Up to 40 Days	
			Total:	

		QUOTED ALL-INCLUSIVE PER DIEM RATE (in Cdn \$)	Volumetric Data (Estimated Level of Effort)	Total (in Cdn \$)
Option Year 3		A	B	C= A x B
1	April 1 2025 to March 31 2026			
1a			Up to 40 Days	

			Up to 40 Days	
			Total:	

PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 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.

4.2 Evaluation Procedures

Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical evaluation criteria.

An evaluation team composed of representatives of Canada will evaluate the bids.

4.2.1 Technical Evaluation

4.2.1.1 Joint Venture Experience

- a) Where the Bidder is a joint venture with existing experience as that joint venture, it may submit the experience that it has obtained as that joint venture.

Example: A bidder is a joint venture consisting of members L and O. A bid solicitation requires that the bidder demonstrate experience providing maintenance and help desk

services for a period of 24 months to a customer with at least 10,000 users. As a joint venture (consisting of members L and O), the bidder has previously done the work. This bidder can use this experience to meet the requirement. If member L obtained this experience while in a joint venture with a third party N, however, that experience cannot be used because the third party N is not part of the joint venture that is bidding.

- b) A joint venture bidder may rely on the experience of one of its members to meet any given technical criterion of this bid solicitation.

Example: A bidder is a joint venture consisting of members X, Y and Z. If a solicitation requires: (a) that the bidder have 3 years of experience providing maintenance service, and (b) that the bidder have 2 years of experience integrating hardware with complex networks, then each of these two requirements can be met by a different member of the joint venture. However, for a single criterion, such as the requirement for 3 years of experience providing maintenance services, the bidder cannot indicate that each of members X, Y and Z has one year of experience, totaling 3 years. Such a response would be declared non-responsive.

- c) Joint venture members cannot pool their abilities with other joint venture members to satisfy a single technical criterion of this bid solicitation. However, a joint venture member can pool its individual experience with the experience of the joint venture itself. Wherever substantiation of a criterion is required, the Bidder is requested to indicate which joint venture member satisfies the requirement. If the Bidder has not identified which joint venture member satisfies the requirement, the Contracting Authority will provide an opportunity to the Bidder to submit this information during the evaluation period. If the Bidder does not submitted this information within the period set by the Contracting Authority, its bid will be declared non-responsive.

Example: A bidder is a joint venture consisting of members A and B. If a bid solicitation requires that the bidder demonstrate experience providing resources for a minimum number of 100 billable days, the bidder may demonstrate that experience by submitting either:

- o Contracts all signed by A;
- o Contracts all signed by B; or
- o Contracts all signed by A and B in joint venture, or
- o Contracts signed by A and contracts signed by A and B in joint venture, or
- o Contracts signed by B and contracts signed by A and B in joint venture.

that show in total 100 billable days.

- d) Any Bidder with questions regarding the way in which a joint venture bid will be evaluated should raise such questions through the Enquiries process as early as possible during the bid solicitation period.

4.3.1 Mandatory Technical Criteria

Refer to Attachment 1 to Part 4.

4.3.2 Point Rated Technical Criteria

Refer to Attachment 2 to Part 4. Point-rated technical criteria not addressed will be given a score of zero.

4.4.1 Financial Evaluation

4.1.2.1 For bid evaluation and Contractor selection purposes only, the evaluated price of a bid will be determined in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3.

4.4.2 Mandatory Financial Criteria

Refer to Attachment 3 to Part 4.

4.5 Basis of Selection

4.5.1 Basis of Selection – Highest Combined Rating of Technical Merit [70%] and Price [30%]

To be declared responsive, a bid must:

- (a) comply with all the requirements of the bid solicitation;
- (b) meet all the mandatory evaluation criteria; and
- (c) obtain the required minimum number of points specified in Attachment 1 to Part 4 for the point rated technical criteria.

4.5.1.1 Bids not meeting 4.2.1.1 (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid obtaining the highest number of points nor the one with the lowest evaluated price will necessarily be accepted.

4.5.1.2 The lowest evaluated price (LP) of all responsive bids will be identified and a pricing score (PS), determined as follows, will be allocated to each responsive bid (i): $PS_i = LP / P_i \times 30$. P_i is the evaluated price (P) of each responsive bid (i).

4.5.1.3 A technical merit score (TMS), determined as follows, will be allocated to each responsive bid (i): $TMS_i = OS_i \times 70$. OS_i is the overall score (OS) obtained by each responsive bid (i) for all the point rated technical criteria specified in Attachment 1 to Part 4, determined as follows: total number of points obtained / maximum number of points available.

4.5.1.4 The combined rating (CR) of technical merit and price of each responsive bid (i) will be determined as follows: $CR_i = PS_i + TMS_i$.

4.6.1.5 The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract. In the event two or more responsive bids have the same highest combined rating of technical merit and price, the responsive bid that obtained the highest overall score for all the point rated technical criteria detailed in Attachment 1 to Part 4 will be recommended for award of a contract.

4.5.1.6 The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of the technical merit and price, respectively.

Basis of Selection - Highest Combined Rating of Technical Merit (60%) and Price (40%)			
Bidder	Bidder 1	Bidder 2	Bidder 3
Overall Score for All the Point Rated Technical Criteria	OS1: 120/135	OS2: 98/135	OS3: 82/135
Bid Evaluated Price	P1: C\$60,000	P2: C\$55,000	LP and P3: C\$50,000
Calculations	Technical Merit Score (OSi x 60)	Pricing Score (LP/Pi x 40)	Combined Rating
Bidder 1	120/135 x 60 = 53.33	50/60 x 40 = 33.33	86.66
Bidder 2	98/135 x 60 = 43.55	50/55 x 40 = 36.36	79.91
Bidder 3	82/135 x 60 = 36.44	50/50 x 40 = 40.00	76.44

ATTACHMENT 1 TO PART 4, MANDATORY TECHNICAL CRITERIA

The Bidder must provide the necessary documentation to support compliance with these requirements.

- a. The Bidder is advised that only listing experience without providing any supporting data to describe where and how such experience was obtained will not constitute “demonstrated” for the purpose of the evaluation.
- b. The Bidder must clearly demonstrate in the proposal how the experience was gained or knowledge was attained, supported by resumes and any necessary supporting documentation.
- c. The Bidder must provide complete details as to where, when and how (through which activities/responsibilities) the stated qualifications/experience were obtained. In order to demonstrate when experience was obtained, the bidder must indicate the duration of such experience, specifying the start and end dates (month and year at a minimum). In the case where the timelines of two or more projects or experience overlap, the duration of time common to each project/experience will not be counted more than once.
- d. It is recommended that the Bidder include a grid in their proposals, cross-referencing statements of compliance with the supporting data and resume evidence contained in their proposals. Note: the compliance grid, by and of itself, DOES NOT constitute demonstrated evidence. As stated in bullet “b” above, the resumes and supporting documentation will be accepted as evidence.

Bidders should provide the required references in the Technical Proposal of their bid.

The references provided by the Bidders are subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to validate the references before award of a contract. The bid will be declared non-responsive if any references given by the Bidder are untrue, whether made knowingly or unknowingly. Failure to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

For Mandatory Technical Criteria and Point Rated Technical Criteria listed below requiring Project Summaries, the Bidder and its proposed resource(s) should provide:

- Name and description of client organization;
- Name, phone, email of client ;
- Scope, objective, size in dollars and resources, project timeframe (from-to dates month/year);
- Outcomes of the project; and/or
- Description of the Consultant roles and responsibilities in the project.

1.1 Mandatory Technical Criteria

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

Mandatory Technical Criteria (MT)
--

the experience of the Bidder and its resources will be considered.
--

Criteria	Page #	Yes	No
<p>M1: Corporate Experience</p> <p>The bidder’s proposed consultant(s) must have carried out a minimum of two (2) projects in the last five (5) years of a similar nature, size and complexity to the requirements of this Program’s pricing model review.</p> <p>A project of similar nature, size, scale, and complexity is defined as a pricing model review or pricing development project for a federally, provincially, or privately administered health benefits program.</p> <p>For all reference projects submitted, the bidder must provide:</p> <ul style="list-style-type: none"> a) Name, phone number and email address of client; b) Start and end date of the project; and c) Name of project and a description of the work involved. 			
<p>M2: Experience as a Pricing Specialist or Pricing Analyst</p> <p>The bidder’s proposed consultant(s) must include a resource with a minimum of five (5) years working as a Pricing Specialist or a Pricing Analyst.</p> <p>For each referenced year of experience submitted, the bidder must clearly provide:</p> <ul style="list-style-type: none"> a) The name and contact information of the company or government department where the experience was acquired; b) The start and end date of when the experience was acquired; c) A brief description of the work involved during the referenced years of experience. 			

1.2 Point Rated Technical Criteria

Bids will be evaluated and scored as specified in the tables inserted below.

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

Point Rated Technical Criteria (RT)

For the purpose of the point rated technical criteria specified below, the experience of the Bidder and its resources will be considered.

R1: Approach	Max Total points	Score on	Max point Breakdown	Bidder' s score	Comments
<p>The Bidder should clearly outline its approach and proposed methodology to meet the requirements of this RFP.</p> <p>Clear descriptions of the following must be provided:</p> <p>The scope and depth of the tasks to be performed</p> <p>The methodology and capacity to deliver the project to completion.</p> <p>The identification of Bidder's proposed sources of pricing references that vendor proposes to use in order to complete the review of MSE prices.</p>	15	<p>The scope and depth of the tasks to be performed are clearly described. (5 points)</p>	<p>5 = Described 0=Not Described</p>		
		<p>The methodology and capacity to deliver the project to completion are clearly described. (5 points)</p>	<p>5 = Described 0=Not Described</p>		
		<p>The identification of Bidder's proposed sources of pricing references that vendor proposes to use in order to complete the review of MSE prices. (5 points)</p>	<p>5 = Described 0=Not Described</p>		

<u>R2:</u> Work Plan and Schedule	Total points	Score on	Max point Breakdown	Bidder's score	Comments
The Bidder should provide a work plan <u>and</u> schedule demonstrating an understanding of the work to be undertaken, as well as the commitment and capacity to perform the work and meet the objectives and deliverables within budget.	10	Logical organization of tasks to be completed (5 points)	5 = Described 0=Not Described		
		Details on back-up or contingency arrangements (5 points)	5 = Described 0=Not Described		

R3: Pricing Development experience in multiple MSE sub-categories.	Total points	Score on	Max point Breakdown	Bidder's score	Comments
<p>There are twelve (12) MSE benefit sub-categories eligible for coverage within NIHB (refer to Annex A Section 3.):</p> <p>The Bidder should have pricing development experience* in one or more sub-categories of the MSE benefit areas.</p> <p>For each experience identified include:</p> <ul style="list-style-type: none"> * a) The name of the company or government department where the experience was acquired; b) The start and end date of when the experience was acquired; c) A brief description of the work involved. 	10	<p>Experience in MSE sub-category benefit areas</p> <p>Clear identification of the MSE sub-benefit category and explanation of the experience* acquired</p>	<p>2 point 1-2 MSE sub-categories</p> <p>4 points: 3-4 MSE sub-categories</p> <p>6 points: 5-6 MSE sub-categories</p> <p>8 points: 7-8 MSE sub-categories</p> <p>10 points: 9+ MSE sub-categories</p>		
<p>Overall Score /35</p> <p>(minimum pass mark = 60%, 21/35)</p>					

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 and Additional Information Required with the Bid

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.1.2 Additional Certifications Required with the Bid

The Bidder must provide with its bid the required additional certifications included in Attachment to Part 5, Additional Certifications Required with the Bid.

5.2 Certifications and Information Required Precedent to Contract Award

The required certifications and additional information below should be submitted with the bid but may be submitted afterwards. If the required certifications and additional information are not submitted with the bid, the Contracting Authority will inform the Bidder of a time frame within which they must be submitted by the Bidder. Failure to provide the required certifications and additional information within the time frame specified will render the bid non-responsive.

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 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 (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

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.

PART 6 – SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirement

6.1.1 There is no security requirement applicable to the contract.

PART 7 – RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work in Annex A and the Contractor's technical bid entitled _____, dated _____.

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

2035 (2020-05-28), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

7.2.2 Inspection and Acceptance

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

7.2.3 Specific Person(s)

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

7.3 Security Requirement

7.3.1 There is no security requirement applicable to the Contract.

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from Contract award to March 31st, 2023 inclusive.

7.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 3 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.

7.4.3 Termination on Thirty Days Notice

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.

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.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Alex Cormier Howie
Title: Senior Procurement Officer
Directorate: ISC
Address: 10 rue Wellington, Gatineau, Quebec K1A 0H4
Telephone: 819-994-7379
E-mail address: alexander.cormierhowie@sac-isc.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.

7.5.2 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.

7.5.2 Contractor's Representative

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

7.6 Payment

7.6.1 Basis of Payment

7.6.1.1 Limitation of Expenditures

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B, to a limitation of expenditure of \$_____. Customs duty are included and Applicable Taxes are extra.

7.6.1.2 Milestone Payments - Not subject to holdback

Canada will make milestone payments in accordance with the Schedule of Milestones detailed in the Contract and the payment provisions of the Contract if:

- a. an accurate and complete claim for payment using [PWGSC-TPSGC 1111](#), Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all the certificates appearing on form [PWGSC-TPSGC 1111](#) have been signed by the respective authorized representatives;
- c. all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.
- d. The schedule of milestones for which payments will be made in accordance with the Contract is as follows:

Milestone No.	Description or "Deliverable"	Firm Amount	Due Date or "Delivery Date"
_____	_____	_____	_____
_____	_____	_____	_____

7.6.2 Electronic Payment of Invoices - Contract

The Contractor accepts to be paid using any of the following Electronic Payment Instruments:

Direct Deposit (Domestic and International);
Electronic Data Interchange (EDI);

7.6.3 Time Verification

C0711C (2008-05-12)Time Verification

7.7 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

7.8 Certifications and Additional Information

7.8.1 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.

8 Applicable Laws

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

9 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 2035 (2020-05-28) General Conditions - Higher Complexity - Services;
- (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

1.0 Title

Indigenous Services Canada (ISC) – Non-Insured Health Benefits (NIHB) Program - Medical Supplies and Equipment (MSE) Reimbursement Model and Price Files Review.

2.0 Objective

Indigenous Services Canada (ISC) – Non-Insured Health Benefits (NIHB) Program requires the services of a Pricing Expert (e.g., Pricing Analyst or a Pricing Specialist), or other qualified professionals to review, analyze, and provide recommendations on the Program's Medical Supplies and Equipment (MSE) Reimbursement Model and current Price Files.

3.0 Background

ISC's NIHB Program is the national program mandated to provide registered First Nations and recognized Inuit residing in Canada with coverage for a range of health benefits including prescription and over-the-counter medication, dental care, vision care, medical supplies and equipment (MSE), mental health counselling and medical transportation to access medical services not available in the client's community of residence.

The Program provides over 880,000 clients across the country with coverage of benefits without requirements for co-pays or deductibles. Details regarding benefit utilization and expenditures for the Program are available in the [NIHB Annual Report](#).

Medical Supplies and Equipment (MSE) benefits are intended to address NIHB clients' medical needs in relation to basic activities of daily living (ADL) such as eating, bathing, dressing, toileting and transferring. They are categorized into the twelve (12) benefit sub-categories below:

1. Audiology equipment
2. Limb and body orthotics
3. Footwear equipment
4. Oxygen equipment
5. Pressure devices
6. Prosthetics equipment
7. Respiratory equipment
8. Self-care equipment
9. Low vision equipment
10. Mobility equipment
11. Communication equipment
12. Medical surgical equipment

[NIHB MSE benefits](#) are classified as Open Benefits, Limited Use, or Exceptions. Limited Use and Exception benefits require Prior Approval by the Program before they are covered.

MSE Providers, including pharmacies, who are enrolled in the NIHB program are able to submit claims via NIHB's claims processor in order to bill the program directly. This is intended to enable client access to MSE benefits without out of pocket expenses or co-payments. Information relating to the submission of MSE claims for reimbursement by providers may be found in the [Medical Supplies and Equipment Claims Submission Kit](#).

NIHB establishes MSE pricing guidelines and sets unit price maximums eligible for coverage using two approaches. The first is the Regional Reimbursement Model (RRM), which is based on providers acquisition costs and allowable mark-ups, this model varies across provider types and jurisdictions. The second approach uses Price Files which establish maximum unit prices for select MSE items. These items do not require Prior Approval, as long as the price is within the established threshold. Of the nearly 900 MSE items identified on the [MSE Benefit List](#), approximately 30% currently have prices established. Established unit prices are currently updated on an annual basis using an established methodology to determine an incremental adjustment. The determination and implementation of appropriate prices is an ongoing task and the development of Price Files for the majority of MSE items, where reasonable, is an objective of the Program. Established pricing for MSE items takes into consideration the various publicly funded programs in each jurisdiction.

4.0 Scope

4.1 Scope of Services

There are three main objectives of the initial term of the contract:

1) Scoping/Scanning Summary:

The first objective of this contract is the formal documentation, in the form of a report, of NIHB's current MSE reimbursement models and price determination processes.

The report is to include:

- Documentation of current MSE price determination methods/processes utilized, including price files and Regional Reimbursement Models; and
- Identification of gaps and inconsistencies in the methods/processes currently utilized.

2) Review of Regional Reimbursement Model:

The second objective of this contract is the review and evaluation of NIHB's current MSE Regional Reimbursement Model (RRM) as developed in the Scoping/Scanning Summary. The contractor is to provide recommendations on updating the RRM or propose alternate approaches for determining reimbursement rates of MSE items covered by the Program.

In conducting this review, the report must take into account regional considerations such as provincially administered programs that provide MSE benefits, as well as the perspectives of key regional associations & organizations..

The report is to include:

- A review of strengths and weaknesses of the current Regional Reimbursement Models (RRM) as a whole, as well as for MSE Providers and pharmacies;
- Recommendations for the development of a National Reimbursement Model; and
- Recommendations for alternative approaches to reimbursement models which could be considered by the NIHB.

3) Review of Current MSE Prices (Price Files):

The third objective of the contract is the review of current MSE items with Price Files in the following sub-categories (counts of items with prices are approximate):

- 1) Pressure devices (5-10 items with pricing)
- 2) Self-care equipment (40-50 items with pricing)
- 3) Medical surgical equipment (55-65 items with pricing)
- 4) Mobility Equipment (15-20 items with pricing)

The report is to include:

- Assessments of the current unit prices within the Price Files for the four (4) sub-benefit categories to assess price positioning within their respective markets and in comparison of other comparable items.
- Recommendations on changes to the established unit prices in consideration of their respective markets and in comparison of other comparable items.
- Recommendations on alternative price determination approaches and/or strategies across each of the four (4) the sub-benefit categories identified (not limited to those items with NIHB prices);
- Strategic recommendations to enhance the annual review and maintenance/updating of Price Files of the four (4) sub-benefit categories;

When conducting the MSE Price File Review, the contractor must familiarize themselves with, and take into account regional considerations such as provincially administered programs that provide MSE benefits, as well as the perspectives of key regional associations & organizations..

4.2 Option Year(s)

Option Year(s):

A secondary objective for the Contractor is to provide collaborative consultations and recommendations aimed at strategic policy making decisions around price determination approaches for each of the eight (8) remaining MSE sub-categories. This may be implemented on an “as and when required” basis.

The Bidder’s proposed team would be required to:

- Work closely with the the Program to provide advice on the development of price determination approaches for each of the remaining MSE sub-benefit categories.
- Conduct analyses and provide recommendations establishing unit prices in consideration of their respective markets and in comparison of other comparable items.
- Recommendations on price determination approaches and/or strategies for the eight (8) remaining MSE sub-categories.
- Provide strategic recommendations to enhance the annual review and maintenance/updating of Price Files.

4.3 Key Milestones

The initial project is expected to take approximately seven (7) months. The contractor will be required to review, analyze, and provide recommendations on NIHB’s MSE Regional Reimbursement Model and Price Files as identified in 4.1.

- **Scoping/Scanning** - summary report documenting the contractor’s understanding of NIHB-MSE’s current reimbursement models and price determination processes. Expected to be delivered 6-8 weeks from contract award. Refer to 4.1 for details.
- **Review of Reimbursement Model** – the contractor will provide ISC NIHB with its final report of the review, analyses, and recommendations of NIHB-MSE’s Regional Reimbursement Model. Expected to be delivered 12-14 weeks from contract award. Refer to 4.1 for details.
- **Review of selected MSE Prices (Price Files)** – the contractor will provide ISC NIHB with its final report of the review, analyses, and recommendations on the current price files of four (4) MSE sub-categories. It will include a proposed framework and/or work plan for ISC to consider when

developing and strategizing the policies around price determination for its MSE items. Expected to be delivered 26-28 weeks from contract award. Refer to 4.1 for details.

5.0 Tasks

The contractor will review materials provided by ISC's NIHB Program to become familiar with the objectives of the project and NIHB processes and considerations. The contractor will also seek, identify and obtain any additional materials/information that will facilitate the successful completion of the project. ISC-NIHB will be responsible for informing the contractor of any changes to assumptions or methodologies.

The contractor will provide a detailed work plan including timelines for completing the analysis and a proposed outline of tasks to be undertaken. Throughout the duration of the project, the contractor will provide progress reports every two weeks to ISC's NIHB project lead. The contractor will document and submit in writing any factors/considerations that are likely to impact the analysis and development of deliverables.

6.0 Client Support

ISC-NIHB will provide the necessary policy documents, files, program information and eligibility criteria to assist the contractor to fulfill the requirements of the project.

7.0 Deliverables and Associated Schedule

7.1 Deliverables

For the initial contract period, the contractor will provide three (3) reports to ISC NIHB as described in 4.1.

- 1) Scoping/Scanning Summary Report**
- 2) Review of Regional Reimbursement Model Report**
- 3) Review of Current MSE Prices (Price Files) Report**

The contractor will report every two weeks to the Project Authority on the progress of the deliverables.

For each of the above, a draft report is to be delivered to the Project Authority for their review and comment(s) prior to the development of the Final draft. The contractor shall address comments by the Project Authority.

The Contractor shall present the findings from the final draft during a meeting/discussion with the Project Authority and other Program staff and address questions raised. Adjustments to the report may be required following the meeting/discussion.

Electronic versions of the final reports will be delivered to ISC's NIHB Program. The final reports are to be provided as Microsoft Office Word and PDF files laid out in 8½" x 11" format.

7.2 Associated Schedule

The initial project is expected to take approximately seven (7) months. The contractor will be required to review, analyze, and provide recommendations on NIHB's MSE Regional Reimbursement Model and Price Files by way of three reports described in 4.1 and according to timelines specified in 4.2 or timelines proposed by the Contractor and accepted by the Project Authority.

8.0 Official Languages

The Contractor will be required to provide services in English.

9.0 Work Location

The work will be performed at the Contractor's place of business. All meetings and discussions will take place by way of video conferencing using standard tools such as Microsoft Teams.

10.0 Travel

No travel will be required for this project.

ANNEX B, BASIS OF PAYMENT

A- Contract Period (From Contract Award to March 31, 2023)

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

1.0 Professional Fees

The Contractor will be paid all inclusive fixed time rates on the basis of deliverables. For the initial contract term, there are three (3) deliverables as noted in 4.1. For each deliverable, payment will be based on one-third (1/3) of the initial contract value. In order for payment to be granted, each deliverable must be accepted by the Project Authority.

The intent is to allow the vendor to propose team make up and level of effort.

		QUOTED ALL-INCLUSIVE PER DIEM RATE (in Cdn \$)	Volumetric Data (Estimated Level of Effort)	Total (in Cdn \$)
		A	B	C= A x B
1	Contract Award to March 31 st 2023			
1a			Days	
			Days	
			Total:	

1.1 Option Years

For each option year, the level of effort is expected to be a maximum of thirty (30) days.

		QUOTED ALL-INCLUSIVE PER DIEM RATE (in Cdn \$)	Volumetric Data (Estimated Level of Effort)	Total (in Cdn \$)
		A	B	C= A x B
	Option Year 1			
1	April 1 2023 to March 31, 2024			

1a			Up to 40 Days	
			Up to 40 Days	
			Total:	

		QUOTED ALL-INCLUSIVE PER DIEM RATE (in Cdn \$)	Volumetric Data (Estimated Level of Effort)	Total (in Cdn \$)
	Option Year 2	A	B	C= A x B
1	April 1 2024 to March 31 2025			
1a			Up to 40 Days	
			Up to 40 Days	
			Total:	

		QUOTED ALL-INCLUSIVE PER DIEM RATE (in Cdn \$)	Volumetric Data (Estimated Level of Effort)	Total (in Cdn \$)
	Option Year 3	A	B	C= A x B
1	April 1 2025 to March 31 2026			
1a			Up to 40 Days	

			Up to 40 Days	
			Total:	

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

Total Estimated Cost of Professional Fees: \$ _____

ANNEX C, SECURITY REQUIREMENTS CHECK LIST

Affaires autochtones et
Développement du Nord CanadaAboriginal Affairs and
Northern Development CanadaContract Number / Numéro du contrat
1000230659/Security Classification / Classification de sécurité
UnclassifiedSECURITY 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 FNIHB – NIHB	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 Indigenous Services Canada (ISC) – Non-Insured Health benefits (NIHB) Program requires the services of a Pricing Analyst from Stream 6: Finance and Accounting Services Audits through the supply arrangement PASS to review, analyze, and provide recommendations on the Program's Medical Supplies and Equipment (MSE) Pricing Model and current Price Files.							
4. Contract Amount / Montant du contrat Initial term : 120K Option yrs : 70K	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 Contract Award to / au March 31, 2022							
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 <input type="checkbox"/> Yes Non Oui						
7.2 an access card to AANDC premises? besoin d'une carte d'accès aux bureaux d'AANDC?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui						
7.3 access to the departmental computer network? accès au réseau informatique du Ministère?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui						
(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)							
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 <input type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non 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 :							
a) Email transmission / Transmission par courrier électronique :	<input type="checkbox"/> No <input type="checkbox"/> Yes Non Oui						
b) Other transmission (Secure FTP, Collaboration, etc) / Autre transmission (FTP sécurisé, collaboration, etc) :	<input type="checkbox"/> No <input type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non 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 <input type="checkbox"/> Yes Non 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 :							
	<input checked="" type="checkbox"/> N/A / Non requis <input type="checkbox"/> Reliability/ Fiabilité <input type="checkbox"/> Confidential/ Confidentiel <input type="checkbox"/> Secret <input type="checkbox"/> 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?							
	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A / Non requis Non Oui						
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?							
	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui						



Contract Number / Numéro du contrat
1000230659/
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) Kendra MacLean		Title - Titre Director, BSAN, NIHB	Signature
Telephone No. – N° de téléphone 613-894-8649	Facsimile No. - N° de télécopieur	E-mail address – Adresse courriel Kendra.maclean@canada.ca	Date May 18, 2021
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) – Nom (en lettres moulées) Steven French		Title - Titre A/ Supervisor, Contract Security	Signature french, steven <small>Digitally signed by french, steven Date: 2021.06.04 16:25:37 -0400</small>
Telephone No. – N° de téléphone 819-360-2958	Facsimile No. - N° de télécopieur	E-mail address – Adresse courriel steven.french@canada.ca	Date 2021/06/04
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?			<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) – Nom (en lettres moulées) Alex Cormier Howie		Title - Titre Senior Procurement Officer	Signz <small>Digitally signed by cormierhowie, alex DN: cn=CX, o=SC, ou=SC-BAC, cn=alex.cormierhowie, email=... Reason: I am approving this document Location: Ottawa, Ontario, Canada Date: 2021-05-19 10:31:11 Pdf: PhantomPDF Version: 9.7.1</small>
Telephone No. – N° de téléphone 873-354-0959	Facsimile No. - N° de télécopieur N/A	E-mail address – Adresse courriel alexander.cormierhowie@canada.ca	Date
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

