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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.
- (d) the Bidder's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 6 – Resulting Contract Clauses;
- (e) the Bidder must provide the addresses of the proposed sites or premises of work performance and document safeguarding as indicated in Part 3 – Section IV Additional Information.

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

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

### **2. Statement of Work**

The Work to be performed is detailed under Annex A 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 [Standard Acquisition Clauses and Conditions Manual](#) issued by Public Works and Government Services Canada.

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

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

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

Delete: sixty (60) days

Insert: ninety (90) days

#### 1.1 SACC Manual Clauses

This bid solicitation cancels and supersedes previous bid solicitation number 21401-25-3913736 dated January 17, 2022 with a closing of February 18, 2022 at 14 :00 hrs EST. A debriefing or feedback session will be provided upon request to bidders/offerors/suppliers who bid on the previous solicitation.

### 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;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

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

### **Former Public Servant in Receipt of a Pension**

As per the above definitions, is the 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 [Contracting Policy Notice: 2019-01](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

### **Work Force Adjustment Directive**

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

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;



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

#### **4. Enquiries – Bid Solicitation**

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

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

#### **5. Applicable Laws**

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in 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 separately bound 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**

- 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 FOB destination; Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.
- C. When preparing their financial bid, Bidders should review article 6, Payment, of Part 6 of the bid solicitation.

#### **3.1 Exchange Rate Fluctuation**

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

### **4. Section III: Certifications**

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





**ATTACHMENT 1 to PART 3, PRICING SCHEDULE**

1. The Bidder should complete this pricing schedule and include it in its financial bid once completed. As a minimum, the Bidder must respond to this pricing schedule by including in its financial bid for each of the periods specified below its quoted all inclusive fixed prices (in Can \$) for each test identified.]
2. The volumetric data included in this pricing schedule are provided to determine the bid evaluated price 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.

For bid evaluation purposes, CSC will determine the total bid price by adding together the Total Price Year 1, Total Price Year 2, and Total Price Year 3 according to the volume of the twenty (20) most commonly requested tests in the Ontario Region.

List of most requested tests:

Contract year 1: April 4, 2022 to April 3, 2023

Rank	Test Name	Price (A)	Estimate Volume of tests per year (B)	Total Cost (A x B)
1	CBC	\$	4507	
2	Creatinine	\$	3771	
3	Electrolytes	\$	3605	
4	ALT	\$	3240	
5	AST	\$	3180	
6	ALP	\$	2743	
7	ALB	\$	2141	
8	HGBA1C	\$	2106	
9	LIPID	\$	2019	
10	Total Bilirubin	\$	1991	
11	TSH	\$	1883	
12	PT	\$	1313	
13	GGT	\$	1168	
14	Vitamin B12	\$	816	
15	Random Glucose	\$	770	
16	Urine Broad Spectrum Drug Screen	\$	739	
17	Direct Bilirubin	\$	677	
18	Ferritin	\$	627	
19	UREA	\$	609	
20	Urinalysis	\$	591	
			<b>TOTAL PRICE YEAR 1</b>	<b>\$</b>



Contract year 2: April 4, 2023 to April 3, 2024

Rank	Test Name	Price (A)	Estimate Volume of tests per year (B)	Total Cost (A x B)
1	CBC	\$	4507	
2	Creatinine	\$	3771	
3	Electrolytes	\$	3605	
4	ALT	\$	3240	
5	AST	\$	3180	
6	ALP	\$	2743	
7	ALB	\$	2141	
8	HGBA1C	\$	2106	
9	LIPID	\$	2019	
10	Total Bilirubin	\$	1991	
11	TSH	\$	1883	
12	PT	\$	1313	
13	GGT	\$	1168	
14	Vitamin B12	\$	816	
15	Random Glucose	\$	770	
16	Urine Broad Spectrum Drug Screen	\$	739	
17	Direct Bilirubin	\$	677	
18	Ferritin	\$	627	
19	UREA	\$	609	
20	Urinalysis	\$	591	
			<b>TOTAL PRICE YEAR 2</b>	<b>\$</b>

Contract year 3: April 4, 2024 to April 3, 2025

Rank	Test Name	Price (A)	Estimate Volume of tests per year (B)	Total Cost (A x B)
1	CBC	\$	4507	
2	Creatinine	\$	3771	
3	Electrolytes	\$	3605	
4	ALT	\$	3240	
5	AST	\$	3180	
6	ALP	\$	2743	
7	ALB	\$	2141	
8	HGBA1C	\$	2106	
9	LIPID	\$	2019	
10	Total Bilirubin	\$	1991	
11	TSH	\$	1883	
12	PT	\$	1313	
13	GGT	\$	1168	
14	Vitamin B12	\$	816	
15	Random Glucose	\$	770	
16	Urine Broad Spectrum Drug Screen	\$	739	
17	Direct Bilirubin	\$	677	



18	Ferritin	\$	627	
19	UREA	\$	609	
20	Urinalysis	\$	591	
			<b>TOTAL PRICE YEAR 3</b>	\$



## 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 non-compliant.

**Note to Bidders:** Table Totals will be calculated using the formula(s) in the relevant table in **Attachment 1 to Part 3**

### 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

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

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



## PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

### 1. Certifications Precedent to Contract Award and Additional Information

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

#### 1.1 Integrity Provisions – Declaration of Convicted Offenses

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



1.2 Integrity Provisions – Required documentation

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

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

List of Names:

Four horizontal lines for writing the list of names, arranged in two columns of two lines each.

OR

[ ] The Bidder is a partnership

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

1.3 Federal Contractors Program for Employment Equity - Bid Certification

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

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

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex titled Federal Contractors Program for Employment Equity - Certification, before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

1.4 Status and Availability of Resources

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

1.5 Language Requirements - English



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.



## **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) *Contract Security Manual* (Latest Edition).

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

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

### **2. Statement of Work**

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

### **3. Standard Clauses and Conditions**





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

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

### 3.1 General Conditions

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

## 4. Term of Contract

### 4.1 Period of the Contract

The Work is to be performed during the period of April 4, 2022 to April 3, 2025.

## 5. Authorities

### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Danielle Murdoch  
Title: A/Regional Contract Administrator  
Correctional Service Canada  
Branch/Directorate: Ontario Region  
Telephone: (343) 422-4831  
Facsimile: (613) 536-4571  
E-mail address: [danielle.murdoch@csc-scc.gc.ca](mailto:danielle.murdoch@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 (*will be completed upon the award contract*)

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

### 6.2 Limitation of Expenditure

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;

### 6.4 SACC Manual Clauses

SACC Manual clause A9117C (2007-11-30), T1204 - Direct Request by Customer Department



## 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

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.
  - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

## 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.

### 8.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC) - Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms 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 Conditions 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) the Contractor's bid dated \_\_\_\_\_

## **11. Insurance – Specific Requirements**

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

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection. The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

## **12. 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.

## **13. Ownership Control**

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

- 13.1 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).
- 13.2 The Contractor must advise the Minister of any change in ownership control for the duration of the contract.
- 13.3 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.

- 13.4 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.

#### **14. Closure of Government Facilities**

- 14.1 Contractor personnel are employees of the Contractor and are paid by the Contractor on the basis of services rendered. Where the Contractor or the Contractor's employees are providing services on government premises pursuant to this Contract and the said premises become non accessible due to evacuation or closure of government facilities, and consequently no Work is being performed as a result of the closure, Canada will not be liable for payment to the Contractor for the period of closure.

- 14.2 Contractors working at CSC sites should be aware that they may be faced with delay or refusal of entry to certain areas at certain times even if prior arrangements for access may have been made. Contractors are advised to call in advance of travel to ensure that planned access is still available.

#### **15. Tuberculosis Testing**

- 15.1 It is a condition of this contract that the Contractor or any employees of the Contractor who require entry into a Correctional Service of Canada Institution to fulfill the conditions of the contract may, at the sole discretion of the Warden, be required to provide proof of and results of a recent tuberculin test for the purpose of determining their TB infection status.

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

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

#### **16. Compliance with CSC Policies**

- 16.1 The Contractor agrees that its officers, servants, agents and subcontractors will comply with all regulations and policies in force at the site where the work covered by this contract is to be performed.

- 16.2 Unless otherwise provided in the contract, the Contractor must obtain all permits and hold all certificates and licenses required for the performance of the Work.

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

#### **17. Health and Labour Conditions**

- 17.1 In this section, "Public Entity" means the municipal, provincial or federal government body authorized to enforce any laws concerning health and labour applicable to the performance of the Work or any part thereof.

- 17.2 The Contractor must comply with all laws concerning health and labour conditions applicable to the performance of the Work or part thereof and must also require compliance of same by all its subcontractors when applicable.



17.3 The Contractor upon any request for information or inspection dealing with the Work by an authorized representative of a Public Entity must forthwith notify the Project Authority or Her Majesty.

17.4 Evidence of compliance with laws applicable to the performance of the Work or part thereof by either the Contractor or its subcontractor must be furnished by the Contractor to the Project Authority or Her Majesty at such time as the Project Authority or Her Majesty may reasonably request."

## **18. Identification Protocol Responsibilities**

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

18.1 During the performance of any Work at a Government of Canada site, the Contractor and each Contractor Representative must be clearly identified as such at all times;

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

18.3 If the Contractor or a Contractor Representative requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify himself as the Contractor or an agent or subcontractor of the Contractor in all electronic mail in the signature block as well as under the e-mail account Properties. This identification protocol must also be used in all other correspondence, communication, and documentation; and

18.4 If Canada determines that the Contractor is not complying with any of the obligations stated in this article, Canada will advise the Contractor and request that the Contractor implement, without delay, appropriate corrective measures to eliminate recurrence of the problem.

## **19. Dispute Resolution Services**

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

## **20. Contract Administration**

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

## **21. Proactive Disclosure of Contracts with Former Public Servants**



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

## **22. Information Guide for Contractors**

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



## ANNEX A – Statement of Work

### 1. Introduction

1.1 Correctional Service Canada (CSC) Health Services is seeking medical laboratory services for all facilities in the Ontario region. The Contractor will provide diagnostic tests, laboratory follow-ups, and work with the institutional health care team, which includes, among others, nursing staff.

### 2. Context

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

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

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

2.4 Consistent with its transformation agenda, CSC recognizes that health professionals and inmates are jointly accountable for health outcomes. Inmates must take proactive measures to care for and maintain their health, including dental health.

2.5 Health services are provided in institutional ambulatory care centers, regional hospitals, regional treatment centers and regional psychiatric centers. Inmates may be required to go to the community for emergency services, specialized health care services or for hospitalization if CSC regional hospitals are unable to meet these needs. At CSC, various regulated and non-regulated health professionals provide health care.

2.6 In general, health care includes medical, dental, mental health and public health services. During their incarceration, inmates are entitled to a range of coordinated health services that are accessible, affordable and responsive to the correctional environment.

### 3. Goals

Provide medical laboratory services for all institutions in the Ontario region listed in Annex B – Institutions List.

### 4. Tasks

Provide medical analysis and diagnostic services (blood tests, urine, stool and other body fluids or tissues) for the CSC in accordance with the Regulations for the Medical Laboratory Act, Conservation organs, tissues, gametes and embryos and the disposal of corpses. These services include the supply of centrifuge equipment and its maintenance, the transport of samples for analysis, the analysis of biological samples and the sending of reports.





## 5. Deliverable

### 5.1 Analysis reports

Analysis reports

The Contractor must provide the test results electronically directly to the CSC electronic medical record (EMR) to assure confidentiality of the information. Lab test results must be transmitted electronically by the Contractor in accordance with the CSC IT security standards as per Section 13.3 and the Security Requirements Checklist (SRCL).

The Contractor must complete and report all urgent requests within twenty-four (24) hours, with the exception of tests that cannot be performed within this period, such as cultures. All routine test results must be completed and reported back to the site within forty-eight (48) hours.

The Contractor must provide to the Institutional Health Services department, by telephone (in addition to electronic transmission), the results of analysis which have been requested as "STAT" or when the Contractor discovers an abnormality alert (if there is imminent risk to the health or life of the patient, for example: a risk of toxicity). If STAT results are relayed outside of the hours of 8am to 5pm, the Contractor will relay results to the Regional Hospital health professionals.

If the result is abnormal, it must be clearly indicated on the report. The report must be in English or bilingual.

CSC requests that analysis groupings be available for each site to facilitate the samples. These groupings may be modified during the course of the contract as required by CSC and in collaboration with the Contractor.

In the event that the analysis must be sent to another laboratory to obtain the result (e.g., Public Health), the fees must be included in the Basis of Payment (annex B).

No additional fees will be charged to CSC and the results must be reported to the institution via electronic transmission.

### 5.2 Required analysis

The contractor must provide its price list when submitting the bid. The name used is the common name of the analysis.

The Contractor must also provide the CSC with blood tests to facilitate the management of certain medical conditions and follow-up. For example, the following groupings could be used:

Hepatic check:

ALT - AST - GGT - Total Bilirubin, Alkaline Phosphatase

Cholesterol balance sheet:

Cholesterol - HDL - LDL - Triglyceride, cholesterol ratio

Basic balance sheet:

FSC without sedimentation, alkaline phosphatase, glucose, urea, sodium, potassium, chloride, total bilirubin, creatine

Liver screening:

HbsAg, anti-HBC, anti-HBS



Hepatitis C Screening:  
AST, ALT, qualitative HCV-RNA, HCV genotype, qualitative HCV

### 5.3 Statistical reports

The Contractor will provide bi-annual statistical results on CSC's analysis consumption, such as a report on the number of analysis per type of analysis used. The report must be produced in Excel format and forwarded to the CSC Project Authority.

In addition, and if necessary, similar reports may be requested by the CSC Project Authority and must be in the same Excel format and submitted on an ad hoc basis during the term of the contract at no extra charge.

Example:

- APS = 50
- FSC = 1000
- Urea = 125

### 6. Places of collection

The Contractor must collect at the following institutions: See Annex C – Institutions List.

### 7. Schedule

The Contractor must be available **from Monday to Friday between 8 a.m. and 5 p.m.**

Emergency laboratory services (STAT) may be requested by CSC outside of this time slot. The Contractor may be requested, as and when required, to pick up emergency laboratory specimens during the hours of 8am to 5pm Saturday and Sunday. CSC will provide a minimum of one (1) hour notice for STAT pick-up.

### 8. Equipment

The selected laboratory must provide facilities with all necessary equipment, at no additional cost, to perform the requested analysis. The following list of equipment and materials is not exhaustive and serves as an example only, and in no way removes the contractor's responsibility to provide all the equipment necessary to perform the analysis.

Example of supplies the Contractor must provide:

- laboratory tubes and / or other containers for samples as required,
- transport bags (compliant with the Transportation of Dangerous Goods standards)
- Centrifuges and their maintenance (if necessary to ensure transport times)
- analysis requests forms

The purchase of needles and sampling barrels will be the responsibility of CSC.

#### 8.1. Reference tool

The Contractor must provide an analytical reference booklet with sampling procedures for each institution served and provide updates as it occurs.

A section must specify the blood tests that can be performed on the same tube.



***It is mandatory to ensure that the least number of sampling tubes required for the requested analysis is used (refer to the reference book for possible combinations of analysis on the same tube, for example).***

The number and type of tubes to be used will be clearly indicated on the sample requests in order to inform the nursing staff.

## **9. Sampling**

CSC health care personnel will collect all samples.

## **10. Billing**

The Contractor must provide CSC with an invoice detailing work completed on a monthly basis.

Invoices must be grouped by institution, and organized by patient using identifiers found on laboratory requisitions.

CSC must pay the Contractor following reconciliation of services received. CSC reserves the right to withhold funds if discrepancies are found during the reconciliation process until such time as the Contractor can provide proof of work completed and the dispute is settled.

In addition, a summary of costs by groupings (see below) must accompany the billing:

Groupings requested:

- Infectious diseases HIV / AIDS;
- Hepatitis A and B;
- Hepatitis C.

## **11. Language of work**

Service delivery must be provided in English.

## **12. Transport**

**Transportation costs are included in the price of the analysis and at the Contractor's expense as well as any other costs related to transportation requirements (fuel surcharge, environmental tax, vehicle fleet update, etc.) during the period of the contract. Transportation service and drivers will be required to comply with the [Transportation of Dangerous Goods Act, 1992](#). [Transportation of Dangerous Goods Regulations](#)**

The Contractor must provide evidence to CSC, upon request, that the carrier holds a Transportation of Dangerous Goods Training Certificate.

The Contractor is responsible for issuing a training certificate that must be renewed every three (3) years.

Transport packaging provided by the Contractor must comply with the [Transportation of Dangerous Goods Regulations](#) and must be clean and safe. The responsibility for the quality of the bags lies with the Contractor. The number of transport bags that must be available at all times for each institution is at least three (3) per institution. There must always be three (3) bags available in an institution to fill before each shipment of specimens. The carrier must return an empty transport bag for each recovery of specimens.



If the Contractor's shipping procedure requires more than three (3) bags, it will be the Contractor's responsibility to provide additional bags, and if necessary to share the shipping procedure.

### **12.1 Collecting specimens**

The pick up must be done at the CSC facility from the location designated by the Manager of Health Services, as specified in point 6.

The shipping document and the transport bag must comply with the Transportation of Dangerous Goods Regulations.

## **13. Interface for the transmission of lab test results electronically**

All laboratory results must be received electronically and imported directly into CSC's electronic medical record (EMR) system. The Contractor must send all laboratory results electronically to the CSC's EMR within a 48-hour period for regular samples and within 24 hours of STAT samples.

### **13.1 Electronic lab requisition**

As an option, when available the Contractor would provide a secure means of submitting laboratory analysis requests in electronic format through an interface to the CSC EMR..

The Contractor must allow the CSC User to match laboratory samples collected at the facility to the relevant electronic requisition identifier by means of a printed label attached to the sample.

### **13.2 Electronic lab test results**

The Contractor must format the lab testing results using the HL7 v2.3 Lab Messaging standard to enable the lab testing results to be imported electronically into CSC's electronic medical record (EMR) (Refer to [www.HL7.org](http://www.HL7.org) for details on the messaging standard). The electronic lab test results must be available for retrieval as soon as they are completed.

The Contractor must provide preliminary/pending and final results, indicating which results are preliminary, final or cancelled as defined by standard lab result reporting practice. Lab tests performed by secondary lab testing providers, such as Public Health labs where the Contractor is unable to perform the lab test must be included in the electronic results. The Contractor must record the corresponding electronic lab requisition identifier in the HL7 file.

### **13.3 Electronic result transmission**

The Contractor must provide CSC with a secure means of uploading to its network the HL7 files containing the results of the laboratory analyses with the use of appropriate roles and authentication. Security means a web service, secure FTP site, or other secure mechanism. Files must be encrypted during transmission using public private cryptography and / or TLS 1.2 protocol. For more information, please see IETF RFC 5246 Security Requirements. The link interface must adhere to Treasury Board standards for Protected information.

The Contractor must allow CSC to automatically report results according to the frequency established by CSC. All the results for a facility and associated health care providers must be provided. The Contractor must provide a means for CSC to acknowledge receipt of results to prevent downloading of the same results on subsequent requests, as well as a means of terminating a session in the secure transmission interface.

### **13.4 Results reporting when interface not available**



In the event that interface with the CSC EMR is not available due to technical issues, the Contractor must fax the lab test results to the identified Health Care center within four (4) hours or upon request of CSC.

If the results cannot be faxed, the Contractor must send the reports in hard copy by courier within 48 hours or the next pick up date from the facility, whichever occurs first.

Once interface becomes available, the Contractor must send all results electronically to the EMR.

#### **14. Installation and Acceptance**

The Contractor must work with CSC to establish a mutual agreement on the work plan before the acceptance period of the contract. This must not exceed 60 days from the time the installation request was made by CSC.

The work plan must include:

- Design validation;
- Test code mapping to measurements;
- Integration testing;
- User Acceptance Testing;
- IT Security Acceptance Testing.

#### **15. Antibigram reports**

CSC requests that Antibigram reports be provided to CSC institutions that are serviced on a regular basis to assist in CSC's antibiotic stewardship program. Reports are expected to represent a region reserved for communities that include a CSC institution or institutions and that the reporting period will be frequent enough to provide viable and clinically relevant results, but not exceeding one calendar year, except otherwise stated in the report.

If able to provide, the Contractor is to describe their Antibigram report(s), how these reports pertain to the institutions associated to the bid and how these reports can be made available to CSC.



**ANNEX B – Proposed Basis of Payment**

1. CSC will pay the Contractor in accordance with the following Basis of Payment for Work performed pursuant to this Contract.
2. For the provision of services as described in Annex A - Statement of Work, CSC will pay the Contractor the all inclusive firm prices below in the performance of this Contract, Applicable Taxes extra.
3. The Contractor offers to provide any available lab test other than those listed in Annex B at prices matching those of its applicable catalogue, price list, or both, less a discount of: \_\_\_\_\_% (Bidders are to include % discount in their bid).

CSC may, at its sole discretion, request that the Contractor provide one or more of the following price support for lab tests not included in the tables of most commonly requested lab tests below:

- a. Current published price list indicating the percentage discount available to Canada; or
- b. Copies of paid invoices for the like quality and quantity of the test performed for other customers; or
- c. Any other supporting documentation as requested by Canada.

A- Contract Year 1 (From April 4, 2022 to April 3, 2023)

Rank	Test Name	Price
1	CBC	\$
2	Creatinine	\$
3	Electrolytes	\$
4	ALT	\$
5	AST	\$
6	ALP	\$
7	ALB	\$
8	HGBA1C	\$
9	LIPID	\$
10	Total Bilirubin	\$
11	TSH	\$
12	PT	\$
13	GGT	\$
14	Vitamin B12	\$
15	Random Glucose	\$
16	Urine Broad Spectrum Drug Screen	\$
17	Direct Bilirubin	\$
18	Ferritin	\$
19	UREA	\$
20	Urinalysis	\$



B – Contract Year 2 (From April 4, 2023 to April 3, 2024)

Rank	Test Name	Price
1	CBC	\$
2	Creatinine	\$
3	Electrolytes	\$
4	ALT	\$
5	AST	\$
6	ALP	\$
7	ALB	\$
8	HGBA1C	\$
9	LIPID	\$
10	Total Bilirubin	\$
11	TSH	\$
12	PT	\$
13	GGT	\$
14	Vitamin B12	\$
15	Random Glucose	\$
16	Urine Broad Spectrum Drug Screen	\$
17	Direct Bilirubin	\$
18	Ferritin	\$
19	UREA	\$
20	Urinalysis	\$

C – Contract Year 3 (From April 4, 2024 to April 3, 2025)

Rank	Test Name	Price
1	CBC	\$
2	Creatinine	\$
3	Electrolytes	\$
4	ALT	\$
5	AST	\$
6	ALP	\$
7	ALB	\$
8	HGBA1C	\$
9	LIPID	\$
10	Total Bilirubin	\$
11	TSH	\$
12	PT	\$
13	GGT	\$
14	Vitamin B12	\$
15	Random Glucose	\$
16	Urine Broad Spectrum Drug Screen	\$
17	Direct Bilirubin	\$
18	Ferritin	\$
19	UREA	\$
20	Urinalysis	\$



## 2.0 Applicable Taxes

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

## 3.0 Electronic Payment of Invoices – Bid

Canada requests that Bidders complete option 1 or 2 below:

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

The following Electronic Payment Instrument(s) are accepted:

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

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

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

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

Institution	Pick Up Point	Service Day (excluding holidays)	Pick Up Time
<b>Joyceville Institution (med)</b> Highway 15 P.O. Box 880 Kingston, ON K7L 4X9 Telephone: 613-536-6466 Fax: 613-536-6465 Responsible: Manager of Health Services	Main Entrance	Monday-Friday	11:30
<b>Joyceville Institution (min)</b> Highway 15, No. 3766 P.O. Box 4510 Kingston, ON K7L 4X9 Telephone: 613-536-6464 Fax: 613-536-4210 Responsible: Manager of Health Services	Main Entrance	Monday-Friday	11:30





<p><b>Collins Bay Institution (max/med)</b></p> <p>1455 Bath Road  P.O. Box 190  Kingston, ON K7L 4V9  Telephone: 613-536-6209  Fax: 613-536-6648  Responsible Person: Manger of Health Services</p>	<p>Main Entrance</p>	<p>Monday-Friday</p>	<p>11:00am</p>
<p><b>Collins Bay Institution (min)</b></p> <p>1455 Bath Road  P.O. Box 7500  Kingston, ON K7L 5E6  Telephone: 613-536-6046  Fax: 613-536-6051  Responsible Person: Manager of Health Services</p>	<p>Main Entrance</p>	<p>Monday-Friday</p>	<p>11:00</p>
<p><b>Bath Institution</b></p> <p>5775 Bath Road  P.O. Box 1500  Bath, ON K0H 1G0  Telephone: 613-351-6051  Fax:  Responsible Person: Manager of Health Services</p>	<p>Main Entrance</p>	<p>Monday-Friday</p>	<p>14:00</p>
<p><b>BI- Regional Treatment Center</b></p> <p>5775 Bath Rd  Bath, ON K0H 1G0  Telephone: 613-351-8627  Fax: 613-351-8629  Responsible Person: Manager of Health Services</p>	<p>Main Entrance</p>	<p>Monday-Friday</p>	<p>14:00</p>
<p><b>Millhaven Institution</b></p> <p>Highway 33, 5775 Bath Rd.  P.O. Box 280  Bath ON, K0H 1G0  Telephone:  Fax:  Responsible Person: Manager of Health Services</p>	<p>ID Security Building-  Front Entrance</p>	<p>Monday-Friday</p>	<p>14:00</p>
<p><b>MI-Regional Treatment Center</b></p> <p>Highway 33, 5775 Bath Rd  Telephone: 613-351-8692  Fax: 613-351-8682</p>	<p>ID Security Building  Front Entrance</p>	<p>Monday-Friday</p>	<p>14:00</p>



Responsible Person: Manager of Health Service			
<b>Warkworth Institution</b> County Rd. 29 P.O. Box 760 Campbellford, ON K0L 1L0 Telephone: 705-924-8046 Fax: 705-924-8047 Responsible Person: Manager of Health Services	Main Entrance	Monday-Friday	12:00
<b>Grandvalley Institution (med)</b> 1575 Homer Watson Blvd Kitchener ON N2P 2C5 Telephone: 519-895-8158 Fax: 519-895-8242 Responsible Person: Manager of Health Services	Main Entrance	Monday-Friday	14:00
<b>Grandvalley Institution (min)</b> 520 Manitou Dr. Kitchener ON, N2C 152 Telephone: 519-895-8390 Fax: 519-895-8423 Responsible Person: Manager of Health Services	Main Entrance	Monday-Friday	14:00
<b>Beaver Creek Institution (med)</b> 2000 Beaver Creek Dr. P.O. Box 5000 Gravenhurst ON, P1P 1Y2 Telephone: 705-684-4017 Fax: 705-684-4106 Responsible Person: Manager of Health Services	Main Entrance	Monday-Friday	15:00
<b>Beaver Creek Institution (min)</b> 2000 Beaver Creek Dr. P.O. Box 1240 Gravenhurst, ON P1P 1W9 Telephone: 705-687-1781 Fax: 705-687-8399 Responsible Person: Manager of Health Services	Main Entrance	Monday-Friday	15:00



### Annex C – Security Requirement Check List

DSD-ONT4651-HSEx



Contract Number / Numéro du contrat <b>21401-25-3913736</b>
Security Classification / Classification de sécurité <b>Unclassified</b>

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

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

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**PART A (continued) / PARTIE A (suite)**

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

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  No / Non  Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel:  
Document Number / Numéro du document:

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

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

- |  |  |  |   |
|--|--|--|---|
| <input checked="" type="checkbox"/> RELIABILITY STATUS / COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL / CONFIDENTIEL           | <input type="checkbox"/> SECRET / SECRET           | <input type="checkbox"/> TOP SECRET / TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET - SIGINT / TRÈS SECRET - SIGINT        | <input type="checkbox"/> NATO CONFIDENTIAL / NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET / NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET / COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS / ACCÈS AUX EMPLACEMENTS              |  |  |   |

DS Special comments: / Commentaires spéciaux:

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

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

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

**INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)**

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? DS  No / Non  Yes / Oui

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

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**PART C - (continued) / PARTIE C - (suite)**

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.  
Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.  
Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COMSEC TOP SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
											A	B	C			
N/A																
DS																
Information / Assets / Renseignements / Biens / Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? DS  No / Non  Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? DS  No / Non  Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).





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PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) <b>Ian Irving</b>	Title - Titre <b>RMCS</b>	Signature 	
Telephone No. - N° de téléphone <b>(613) 545-8746</b>	Facsimile No. - N° de télécopieur <b>(613) 545-8176</b>	E-mail address - Adresse courriel <b>ian.irving@csc-scc.gc.ca</b>	Date <b>4/09/13</b>
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) <b>Dominic St-Denis</b>	Title - Titre <b>A/Contracting Security Analyst</b>	Signature <b>StDenis Dominic</b>	<small>Digitally signed by StDenis, Dominic DN: c=CA, o=CSC, ou=CSC-SCC, cn=StDenis, DN: c=CA, o=CSC, ou=CSC-SCC, cn=StDenis, DN: c=CA, o=CSC, ou=CSC-SCC, cn=StDenis</small>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
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) <b>Danielle Murdoch</b>	Title - Titre <b>A/Regional Contract Administrator</b>	Signature <b>Murdoch, Danielle</b>	<small>Digitally signed by Murdoch, Danielle Date: 2021.09.22 10:04:55 -0400'</small>
Telephone No. - N° de téléphone <b>613-545-8266</b>	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel <b>danielle.murdoch@csc-scc.gc.ca</b>	Date <b>Sept. 24, 2021</b>
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
<b>Janette Meinert Contract Security Officer Janette.Meinert@tpsgc-pwgsc.gc.ca</b>	Title - Titre	Signature <b>Meinert, Janette</b>	<small>Digitally signed by Meinert, Janette Date: 2021.10.18 09:48:01 -0400'</small>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

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

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

### 1.6 Response Format

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



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





**MANDATORY TECHNICAL CRITERIA – 21401-25-3913736**

#	Mandatory Technical Criteria	Bidder Response Description (include location in bid)	Met/Not Met
M1	The proposed supplier must have current accreditation with the Ontario Lab Accreditation (OLA) Program		
M2	The proposed supplier must possess a current and valid Ministry of Health and Long Term Care Laboratory and Specimen Collection Centre License		
M3	Proof of insurance as per <b>Annex E – Insurance Requirements</b> and <b>Article 4</b> under <b>Part 4 - Evaluation Procedures And Basis Of Selection</b> . Proof of insurance may be submitted within your initial written proposal or afterwards within ten days from the time of contract award.		
M4	Your proposed contact representative must be identified and hold at least one year of experience managing or supervising the operations within a licensed laboratory and specimen collection centre		