

**RETURN OFFERS TO :**  
**RETOURNER LES OFFRES À :**  
Bid Receiving - Réception des soumissions:

**COURRIEL :**  
[Francine.Marcotte@CSC-SCC.gc.ca](mailto:Francine.Marcotte@CSC-SCC.gc.ca)

**REQUEST FOR A STANDING OFFER**  
**DEMANDE D'OFFRE À COMMANDES**

Regional Individual Standing Offer  
Offre à commandes individuelle et régionale (OCIR)

Canada, as represented by the Minister of the  
Correctional Service of Canada, hereby requests a  
Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre du Service  
correctionnel Canada, autorise par la présente, une  
offre à commandes au nom des utilisateurs identifiés  
énumérés ci-après.

**Comments — Commentaires :**

"THIS DOCUMENT CONTAINS A SECURITY  
REQUIREMENT"

**Vendor/Firm Name and Address —**  
**Raison sociale et adresse du fournisseur/de**  
**l'entrepreneur :**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone # — N° de Téléphone :

Fax # — No de télécopieur :

Email / Courriel : \_\_\_\_\_

GST # or SIN or Business # — N° de TPS  
ou NAS ou N° d'entreprise :

\_\_\_\_\_

<b>Title — Sujet:</b> Dental Laboratory Services	
<b>Solicitation No. — N° de l'invitation</b> 21301-23-4530884	<b>Date:</b> December 6, 2023
<b>Client Reference No. — N° de Référence du Client</b> 21301-23-4530884	
<b>GETS Reference No. — N° de Référence de SEAOG</b>	
<b>Solicitation Closes — L'invitation prend fin at / à : 2:00 p.m.</b> <b>On / Le : January 5, 2024</b>	<b>Time Zone Fuseau horaire</b> EST HNE
<b>Delivery Required — Livraison exigée :</b> See herein – Voir aux présentes	
<b>F.O.B. — F.A.B.</b> Plant – Usine:                      Destination: X                      Other-Autre:	
<b>Address Enquiries to — Soumettre toutes questions à:</b> Francine Marcotte Senior Contracting Officer <a href="mailto:Francine.Marcotte@CSC-SCC.gc.ca">Francine.Marcotte@CSC-SCC.gc.ca</a>	
<b>Telephone No. – N° de téléphone:</b> 343-598-9309	<b>Fax No. – N° de télécopieur:</b>
<b>Destination of Goods, Services and Construction:</b> <b>Destination des biens, services et construction:</b> Multiple as per call-up Multiples, selon la commande subséquente.	
<b>Security – Sécurité</b> This request for a Standing Offer includes provisions for security. Cette Demande d'offre à commandes comprend des dispositions en matière de sécurité.	
<b>Instructions: See Herein</b> <b>Instructions : Voir aux présentes</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>Nom et titre du signataire autorisé du fournisseur/de l'entrepreneur</b>	
_____	
Name / Nom	Title / Titre
_____	
Signature	Date
(Sign and return cover page with offer/ Signer et retourner la page de couverture avec l'offre)	

## **TABLE OF CONTENTS**

### **PART 1 - GENERAL INFORMATION**

1. Introduction
2. Summary
3. Security Requirement
4. Revision of Department name
5. Debriefings

### **PART 2 - OFFEROR INSTRUCTIONS**

1. Standard Instructions, Clauses and Conditions
2. Submission of Offers
3. Former Public Servant
4. Enquiries - Request for Standing Offer
5. Applicable Laws
6. Bid Challenge and Recourse Mechanisms

### **PART 3 - OFFER PREPARATION INSTRUCTIONS**

1. Offer Preparation Instructions

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

1. Evaluation Procedures
2. Basis of Selection

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

1. Certifications Precedent to Issuance of a Standing Offer and Additional Information

### **PART 6 - SECURITY AND INSURANCE REQUIREMENTS**

1. Security Requirement
2. Insurance Requirements

### **PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

#### **A. STANDING OFFER**

1. Offer
2. Security Requirement
3. Standard Clauses and Conditions
4. Term of Standing Offer
5. Authorities
6. Proactive Disclosure of Contracts with Former Public Servants
7. Identified Users
8. Call-up Procedures
9. Call-up Instrument
10. Limitation of Call-ups
11. Financial Limitation
12. Priority of Documents
13. Certifications and Additional Information
14. Applicable Laws

## **B. RESULTING CONTRACT CLAUSES**

1. Statement of Work
2. Standard Clauses and Conditions
3. Term of Contract
4. Proactive Disclosure of Contracts with Former Public Servants
5. Payment
6. Invoicing Instructions
7. Insurance – Specific Requirements
8. Ownership Control
9. Closure of Government Facilities
10. Tuberculosis Testing
11. Compliance with CSC Policies
12. Health and Labour Conditions
13. Identification Protocol Responsibilities
14. Dispute Resolution Services
15. Contract Administration
16. Information Guide for Contractors

### List of Annexes:

- Annex A - Statement of Work
- Annex B - Basis of Payment
- Annex C - Security Requirements Checklist
- Annex D - Insurance Requirements
- Annex E - Evaluation Criteria
- Annex F - Delivery Addresses

## **PART 1 - GENERAL INFORMATION**

### **1. Introduction**

The Request for Standing Offer (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides Offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, 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 Insurance Requirements: includes specific requirements that must be addressed by Offerors; and
- Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:
  - 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
  - 7B, includes the clauses and conditions, which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, the Basis of Payment and any other annexes.

### **2. Summary**

- 2.1 The Correctional Service of Canada (CSC) must provide all inmates with primary dental care, including health promotion that is in accordance with federal laws, provincial standards and relevant policies and guidelines of the CSC. Thus, the CSC is looking for a denturologist who owns a dental laboratory that meets the standards governing the practice of denturology in Canada in order to provide impression taking, or fabrication, or repair, or any combination of these services, for complete acrylic upper or lower dentures, or both, as well as partial dentures meeting the laws, regulations and standards governing the practice of denturology.

The period of this Standing Offer runs from March 1<sup>st</sup>, 2024 to February 28, 2025 inclusively with the possibility of two (2) additional optional periods of one (1) year each.

**More than one Standing Offer can be awarded for this process. The Contractor may submit and offer for one or more institutions/complexes depending on their ability to serve the regions covered by the RFSO.**

### **3. Security Requirements**

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 – Security, Financial and Insurance Requirements, and Part 7 – Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening

or security clauses, Offerors should refer to the [Contract Security Program](#) (CSP) of Public Works and Government Services Canada website.

#### **4. Revision of Departmental Name**

As this request for Standing Offer is issued by Correctional Service of 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.

#### **5. Debriefings**

Offerors may request a debriefing on the results of the request for Standing Offer process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for Standing Offer process. The debriefing may be in writing, by telephone or in person.

## **PART 2 - OFFEROR INSTRUCTIONS**

### **1. Standard Instructions, Clauses and Conditions**

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

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The [2006](#) (2023-06-08) Standard Instructions - Request for Standing Offer - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

**Subsection 5.4 of 2006, Standard Instructions - Request for Standing Offer - Goods or Services - Competitive Requirements, is amended as follows:**

**Delete: sixty (60) days**

**Insert: one hundred and twenty (120) days**

### **2. Submission of Offers**

Offerors must submit their offer only to Correctional Service of Canada (CSC) by the date, time and at the bid submission email address indicated on page 1 of the request for standing offers (RFSO).

**Section 06 Late offers of 2006 Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:**

**Delete: Section 06 in its entirety.**

**Insert: 06 Late offers:**

For offers submitted by email, Canada will delete offers delivered after the stipulated RFSO closing date and time. Canada will keep records documenting receipt of late offers by email.

**Section 07 Delayed offers of 2006 Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:**

**Delete: Section 07 in its entirety.**

**Insert: 07 Delayed offers:**

Canada will not accept any delayed offers.

**Section 08 Transmission by facsimile or by E-Post Connect of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:**

**Delete: Section 08 in its entirety.**

**Insert: 08 Transmission by email**

- a. Unless specified otherwise in the RFSO, Offerors must submit their offer to the CSC bid submission email address indicated on page 1 of the RFSO document. This email address is the only acceptable email address for Offerors to submit their offer in response to this RFSO.

- b. Offerors may transmit their offer at any time prior to the RFSO closing date and time.
- c. Offerors should include the RFSO number in the subject field of their email.
- d. Canada will not be responsible for any failure attributable to the transmission or receipt of the offer by email including, but not limited to, the following:
  - i. Receipt of a garbled, corrupted or incomplete offer;
  - ii. Availability or condition of the email service;
  - iii. Incompatibility between the sending and receiving equipment;
  - iv. Delay in transmission or receipt of the offer;
  - v. Failure of the Offeror to properly identify the offer;
  - vi. Illegibility of the offer;
  - vii. Security of offer data;
  - viii. Failure of the Offeror to send the offer to the correct email address;
  - ix. Connectivity issues; or
  - x. Email attachments that are blocked or not received even though the Offeror's email has been successfully delivered.
- e. CSC will send an acknowledgement of receipt of the Offeror's email by email from the bid submission email address provided for the submission of offers. This acknowledgement will confirm only the receipt of the Offeror's email and will not confirm if all of the Offeror's email attachments have been received, may be opened nor if their contents are readable. CSC will not respond to follow-up emails from Offerors requesting confirmation of attachments.
- f. Offerors must ensure they are using the correct email address for offer submission and should not rely on the accuracy of copying and pasting the email address from the RFSO cover page.
- g. A offer transmitted by an Offeror to the CSC bid submission email address constitutes the Offeror's formal offer, and must be submitted in accordance with section 05 of 2006, Standard Instructions - Request for Standing Offers Goods or Services - Competitive Requirements.
- h. Offerors are to note that CSC's email system has a limit of 10 MB per single email message. CSC's email system will reject emails with the following attachments: batch files, executable files, and image files in the following formats: JPEG, GIF, TIFF. Canada will not accept encrypted emails or emails that include attachments with passwords.

**Section 09 Customs clearance of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is deleted in its entirety.**

CSC recommends that offerors submit their response to the requirements of this request for standing offer in typewritten format.

Offerors must ensure that any handwritten information included in their offer is clearly legible in order to allow CSC to complete the offer 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 offers comply with all of the requirements of the request for standing offer including, if applicable, any and all evaluation criteria.

### **3. Former Public Servant**

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is

completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the offer non-responsive.

## Definitions

For the purposes of this clause,

"former public servant" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

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

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

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

## Former Public Servant in Receipt of a Pension

As per the above definitions, is the Offeror a FPS in receipt of a pension?

**YES ( ) NO ( )**

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

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

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

## Work Force Adjustment Directive

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?

**YES ( ) NO ( )**



If so, the Offeror must provide the following information:

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

#### **4. Enquiries - Request for Standing Offer**

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

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by Offerors 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 Offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Offerors. Enquiries not submitted in a form that can be distributed to all Offerors may not be answered by Canada.

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

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Quebec.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 Offerors.

#### **6. Bid Challenge and Recourse Mechanisms**

- (a) Several mechanisms are available to potential offerors to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages offerors to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
  - Office of the Procurement Ombudsman (OPO)
  - Canadian International Trade Tribunal (CITT)
- (c) Offerors should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Offerors should therefore act quickly when they want to challenge any aspect of the procurement process.

## **PART 3 - OFFER PREPARATION INSTRUCTIONS**

### **1. Offer Preparation Instructions**

CSC requests that offerors provide their offer in separate sections as follows:

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

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

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

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

**Offerors should submit their technical offer and financial offer in two (2) separate documents.**

1.1 Offerors may submit an offer for one or more of the institutions/complexes listed in section 1.5 **Location of Work** of Annex A – Statement of Work, according to their ability to provide the required services.

In order to assist Canada in meeting the objectives of the [Policy on Green Procurement](#), when feasible Offerors should:

- 1) Include all environmental certification(s) relevant to your organization (such as ISO 14001, Leadership in Energy and Environmental Design (LEED), Carbon Disclosure Project, etc.).
- 2) Include all third party environmental certification(s) or Environmental Product Declaration(s) (EPD) specific to your product/service (such as Canadian Standards Association (CSA Group), Underwriters Laboratories (ULSolutions); Forest Stewardship Council (FSC), ENERGYSTAR, etc.).

#### **Section I: Technical Offer**

In their technical offer, Offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

#### **Section II: Financial Offer**

Offerors must submit their financial offer in accordance with Annex B, Basis of Payment. The total amount of Applicable Taxes must be shown separately.

- a) Offerors may submit an offer for one or more of the institutions/complexes listed in section 1.5 **Location of Work** of Annex A – Statement of Work, according to their ability to provide the required services.

Offerors must clearly indicate, in their financial offer, all the institutions/complexes for which they are submitting an offer by completing the tables of the institutions/complexes in Annex B – Proposed Basis of Payment.

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

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

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

### **1. Evaluation Procedures**

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of CSC will evaluate the offers.

#### **1.1. Technical Evaluation**

##### **1.1.1 Mandatory Technical Criteria**

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

#### **1.2 Financial Evaluation**

An independent financial evaluation will be carried out for each institution/complex.

##### **1.2.1 Evaluation of Price - Offer**

SACC Manual Clause [M0220T](#) (2016-01-28), Evaluation of Price - Offer

Offers containing a financial offer other than the one requested at **Article 3. Section II: Financial Offer** of **PART 3 – OFFER PREPARATION INSTRUCTIONS** will be declared non-compliant.

### **2. Basis of Selection**

#### **2.1 Basis of Selection - Mandatory Technical Criteria Only**

**For each institution/complex**, an offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

#### **2.2 Calculation of the Evaluated Price**

**For each institution/complex**, the calculation of the evaluated price is as follows:

Total Institution/Complex  
+  
Total Institution/Complex Option 1  
+  
Total Institution/Complex Option 2  
= Evaluated Price

In the event of a tie for the lowest evaluated price, the standing offer will be awarded to the contractor with the most experience as a Denturologist (according to the Quebec Business Register).

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

Offerors must provide the required certifications and additional information to be issued a Standing Offer.

The certifications provided by Offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default, if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

### **1. Certifications Precedent to the Issuance of a Standing Offer and Additional Information**

The certifications and additional information listed below should be submitted with the offer, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror 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 offer non-responsive.

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

- A) Subject to subsection B, by submitting an offer in response to this request for standing offer (RFSO), the Offeror certifies that:
- it has read and understands the Ineligibility and Suspension Policy;
  - 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;
  - it is aware that Canada may request additional information, certifications, and validations from the Offeror or a third party for purposes of making a determination of ineligibility or suspension;
  - 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;
  - 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
  - it is not aware of a determination of ineligibility or suspension issued by PWGSC that applies to it.
- B) Where an Offeror is unable to provide any of the certifications required by subsection A, it must submit with its offer the completed [Integrity Declaration Form](#). Offerors must submit this form to Correctional Service of Canada with their offer.

## 1.2 Integrity Provisions – Required documentation

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

- i. Offerors that are corporate entities, including those submitting an offer 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. Offerors submitting an offer as sole proprietors, including sole proprietors submitting an offer as joint ventures, must provide a complete list of the names of all owners; or
- iii. Offerors that are a partnership do not need to provide a list of names.

List of Names:

_____	_____
_____	_____
_____	_____
_____	_____

**OR**

- The Offeror is a partnership

During the evaluation of offers, the Offeror must, within 10 working days, inform the Contracting Authority in writing of any changes affecting the list of names submitted with the offer.

## 1.3 Security Requirements – Required Documentation

In accordance with the requirements of the [Contract Security Program](#) of Public Works and Government Services Canada, the Offeror must provide a completed Application for Registration (AFR) form to be given further consideration in the procurement process.

Offerors are reminded to obtain the required security clearance and, as applicable, security capabilities promptly. As indicated above, offerors who do not provide all the required information at solicitation closing will be given the opportunity to complete any missing information from the AFR form within a period set by the Standing Offer Authority. If that information is not provided within the timeframe established by the Standing Offer Authority (including any extensions granted by the Standing Offer Authority in its discretion), or if Canada requires further information from the Offeror in connection with assessing the request for security clearance (i.e., information not required by the AFR), the Offeror will be required to submit that information within the time period established by the Standing Offer Authority, which will not be less than 48 hours. If, at any time, the Offeror fails to provide the required information within the timeframe established by the Contracting Authority, its offer will be declared non-compliant.

## 1.4 Status and Availability of Resources

SACC Manual clause [M3020T](#) (2016-01-28) Status and Availability of Resources

### **1.5 Language Requirements - Bilingual**

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

### **1.6 Education and Experience**

SACC Manual clause [M3021T](#) (2012-07-16) Education and Experience

### **1.7 Certification:**

By submitting an offer, the Offeror certifies that the information submitted by the Offeror in response to the above requirements is accurate and complete.

## **PART 6 - SECURITY AND INSURANCE REQUIREMENTS**

### **1. Security Requirements**

1. Before issuance of a standing offer, the following conditions must be met:
  - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer.
2. Before access to sensitive information is provided to the Offeror, the following conditions must be met:
  - (a) the Offeror's proposed individuals requiring access to sensitive information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 – Standing Offer and Resulting Contract Clauses;
  - (b) the Offeror's security capabilities must be met as indicated in Part 7 – Standing Offer and Resulting Contract Clauses.
3. For additional information on security requirements, Offerors should refer to the [Contract Security Program \(CSP\)](#) of Public Works and Government Services Canada website.

### **SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE No. 21301-23-4530884**

1. The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
2. The Contractor personnel requiring access to PROTECTED information, assets or sensitive site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, PWGSC.
3. The Contractor MUST NOT remove any PROTECTED information or assets from the identified site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
5. The Contractor 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).

### **2. Insurance Requirements**

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a Standing Offer as a result of the request for Standing Offer, can be insured in accordance with the Insurance Requirements specified in Annex D.

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

## **PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

### **A. STANDING OFFER**

#### **1. Offer**

1.1 The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex A.

#### **2. Security Requirement**

2.1 The following security requirements (SRCL and related clauses provided by CSP) apply to and form part of the Standing Offer.

#### **SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:**

#### **PWGSC FILE No. 21301-23-4530884**

1. The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
2. The Contractor personnel requiring access to PROTECTED information, assets or sensitive site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, PWGSC.
3. The Contractor MUST NOT remove any PROTECTED information or assets from the identified site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
5. The Contractor 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).

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

All clauses and conditions identified in the Standing Offer and resulting contract(s) 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 Standing Offer is issued by Correctional Service of 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**

[2005](#) (2022-12-01) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.



#### 4. Term of Standing Offer

##### 4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from **March 1, 2024 to February 28, 2025**.

##### 4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional **two (2) one (1) year periods, from March 1, 2025 to February 28, 2026 and from March 1, 2026 to February 28, 2027** under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority at any time before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

#### 5. Authorities

##### 5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: **Francine Marcotte**  
Title: Senior Contracting Officer  
Correctional Service of Canada  
Branch or Directorate: National Comptroller's Branch  
  
Telephone: 343-598-9309  
E-mail address: [Francine.Marcotte@CSC-SCC.gc.ca](mailto:Francine.Marcotte@CSC-SCC.gc.ca)

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, the Standing Offer Authority is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

##### 5.2 Project Authority

The Project Authority for the Standing Offer is: *(will be completed at SO award)*

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
E-mail address: \_\_\_\_\_

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up under the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

### 5.3 Offeror's Representative *(will be completed at SO award)*

The Offeror's Representative for the Standing Offer is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_  
E-mail address: \_\_\_\_\_

### 6. Proactive Disclosure of Contracts with Former Public Servants

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

### 7. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is:

Correctional Service of Canada  
Quebec Region.

- **Laval Complex:**
  - Federal Training Centre, site 600: 600, Montée St-François, Laval (Quebec) H7C 1S5;
  - Federal Training Centre, site 6099: 6099, Montée St-François, Laval (Quebec) H7C 1P1
  
- **Sainte-Anne-des-Plaines Complex:**
  - Archambault Minimum Institution: 244, boulevard Gibson, Sainte-Anne-des-Plaines (Quebec) J5N 1V8;
  - Archambault Medium Institution: 242, boulevard Gibson, Sainte-Anne-des-Plaines (Quebec) J5N 1V8;
  - Regional Mental Health Centre: 242, boulevard Gibson, Sainte-Anne-des-Plaines (Quebec) J5N 1V8
  - Regional Reception Centre: 246, boulevard Gibson, Sainte-Anne-des-Plaines (Quebec) J5N 1V8.
  
- **Joliette Institution:** 400 Marsolais Street, Joliette (Quebec) J6E 8V4
  
- **Cowansville Institution:** 400 Fordyce Avenue, Cowansville (Quebec) J2K 3N7.
  
- **Drummond Institution:** 2025, Jean-de-Brébeuf Blvd., Drummondville (Quebec) J2B 7Z6.
  
- **Donnacona Institution:** 1537, Highway 138, Donnacona (Quebec) G3M 1C9;
  
- **La Macaza Institution:** 321, Airport Rd, La Macaza (Quebec) J0T 1R0
  
- **Port-Cartier Institution:** 1, Airport Rd, Port-Cartier (Quebec) G5B 2W2

## 8. Call-up Procedures

## 9. Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the Call-up Against a Standing Offer form or an electronic version.

## 10. Limitation of Call-ups *(will be completed at SO award)*

Individual call-ups against the Standing Offer must not exceed \$\_\_\_\_\_ (Applicable Taxes included).

## 11. Financial Limitation *(will be completed at SO award)*

The total cost to Canada resulting from call-ups against the Standing Offer must not exceed the sum of \$\_\_\_\_\_ (Applicable Taxes excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call-ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or FOUR (4) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

## 12. 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 call-up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions [2005](#) (2022-12-01) General Conditions - Standing Offers - Goods or Services
- d) the general conditions [2010B](#) (2022-12-01), General Conditions - Professional Services (Medium Complexity)
- f) Annex A, Statement of Work;
- g) Annex B, Basis of Payment;
- h) Annex C, Security Requirements Check List;
- i) Annex D, Insurance Requirements;
- j) the Offeror's offer dated \_\_\_\_\_. *(will be completed at SO award)*

## 13. Certifications and Additional Information

### 13.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

## 14. Applicable Laws *(will be completed at SO award)*

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_.

## **B. RESULTING CONTRACT CLAUSES**

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

### **1. Statement of Work**

The Contractor must perform the Work described in the call-up against the Standing Offer.

### **2. Standard Clauses and Conditions**

#### **2.1 General Conditions**

[2010B](#) (2022-12-01), General Conditions - Professional Services (Medium Complexity), apply to and form part of the Contract.

### **3. Term of Contract**

#### **3.1 Period of the Contract**

The work must be completed in accordance with the call-up against the Standing Offer.

### **4. 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.

### **5. Payment**

#### **5.1 Basis of Payment**

Payments will be made in accordance with Annex B – Basis of Payment

#### **5.2 Limitation of Price**

SACC Manual clause [C6000C](#) (2017-08-17), Limitation of Price

#### **5.3 Monthly Payment**

SACC Manual clause [H1008C](#) (2008-05-12), Monthly Payment

#### **5.4 SACC Manual Clauses**

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

SACC Manual clause [C0710C](#) (2007-11-30), Time and Contract Price Verification

SACC Manual clause [C0705C](#) (2010-01-11), Discretionary Audit

#### **5.5 Travel and Living Expenses**

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

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

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

- (a) Direct Deposit (Domestic and International).

## **6. 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. Insurance – Specific Requirements**

The Contractor must comply with the insurance requirements specified in Annex D. 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.

## **8. 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:

- 8.1 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).
- 8.2 The Contractor must advise the Minister of any change in ownership control for the duration of the contract.
- 8.3 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 must have the right to treat this Contract as being in default and terminate the contract accordingly.
- 8.4 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.

## **9. Closure of Government Facilities**

- 9.1 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.

- 9.2 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.

## **10. Tuberculosis Testing**

10.1 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.

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

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

## **11. Compliance with CSC Policies**

11.1 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.

11.2 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.

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

## **12. Health and Labour Conditions**

12.1 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.

12.2 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.

12.3 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 His Majesty.

12.4 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 His Majesty at such time as the Project Authority or His Majesty may reasonably request."

## **13. 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:

13.1 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;

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

13.3 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

13.4 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.

#### **14. 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](#).

#### **15. 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](#).

#### **16. 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

The Correctional Service of Canada (CSC) has a requirement for denturology services in penitentiaries in the Quebec region, as and when required. The work will involve the following:

#### 1.1. Background

CSC must provide inmates with primary dental care, including the promotion of dental health, that is consistent with federal laws, provincial standards and relevant CSC policies and guidelines.

#### 1.2. Objectives

To take impressions, make and/or repair dentures, complete upper and/or lower acrylics as well as partial dentures, meeting the laws, regulations and standards governing the practice of denturology.

#### 1.3. Tasks

The denturologist must work in close collaboration with dentists in CSC institutions. The denturologist will use form SCC/CSC 0570 – Dental Laboratory Instructions and the treatment plan chosen by the institution dentist.

- a) The laboratory must make/repair complete upper and/or lower dentures and partial dentures, following requests from the various institutions.
- b) The following repairs are required:
  - Standard repairs (break, crack, tooth pop out);
  - Repair for adding structure (e.g., adding teeth and hooks, retentions, reinforcements, soft bases, etc.);
  - Rebasing, relining.
- c) The dentures will be basic pink acrylic. The teeth will also be in acrylic.
- d) For all tasks not mentioned above, and falling within the expertise and field of competence of a denturologist, a detailed estimate must be submitted to the Project Authority and approved prior to the start of work.
- e) The Contractor has the responsibility to provide the required services and goods meeting the laws, regulations and standards governing the practice of denturology. The denturologist must ensure that well-fitted complete or partial dentures are provided, depending on the patient's needs.

#### 1.4. Deliverables

Basic pink acrylic dentures, new or repaired, with rebasing and/or relining or both, when needed.

#### 1.5 Location of work

- a) When possible, the repair will be carried out in the institution/complex, otherwise it will be carried out at the Contractor's laboratory. The list of the institutions/complexes is the following *(the list will be adjusted at the award of the standing offers, according to the institutions/complexes won by the Offeror)*:
  - Laval Complex:**
    - Federal Training Centre, site 600: 600, Montée St-François, Laval (Quebec) H7C 1S5;
    - Federal Training Centre, site 6099: 6099, Montée St-François, Laval (Quebec) H7C 1P1



- ❑ **Sainte-Anne-des-Plaines Complex:**
  - Archambault Minimum Institution: 244, boulevard Gibson, Sainte-Anne-des-Plaines (Quebec) J5N 1V8;
  - Archambault Medium Institution: 242, boulevard Gibson, Sainte-Anne-des-Plaines (Quebec) J5N 1V8;
  - Regional Mental Health Centre: 242, boulevard Gibson, Sainte-Anne-des-Plaines (Quebec) J5N 1V8
  - Regional Reception Centre: 246, boulevard Gibson, Sainte-Anne-des-Plaines (Quebec) J5N 1V8.
- ❑ **Joliette Institution:** 400 Marsolais Street, Joliette (Quebec) J6E 8V4
- ❑ **Cowansville Institution:** 400 Fordyce Avenue, Cowansville (Quebec) J2K 3N7.
- ❑ **Drummond Institution:** 2025, Jean-de-Brébeuf Blvd., Drummondville (Quebec) J2B 7Z6.
- ❑ **Donnacona Institution:** 1537, Highway 138, Donnacona (Quebec) G3M 1C9;
- ❑ **La Macaza Institution:** 321, Airport Rd, La Macaza (Quebec) J0T 1R0
- ❑ **Port-Cartier Institution:** 1, Airport Rd, Port-Cartier (Quebec) G5B 2W2

b) Travel

According to a subsequently established schedule by the Project Authority, the Contractor will travel to the institution\* to take measurements, insert dentures or for any other reason related to their mandate. Travel will be done at the request of the Chief, Health Services, depending on the needs of the institution.

\*For Contractors who do not have a service point at Port-Cartier, visits to the Port-Cartier institution are not mandatory, but they are for others.

## 1.6. Delivery and delivery fees

- a) Delivery fees for dentures sent to the various institutions will be at the supplier's expense;
- b) Delivery fees for dentures sent from CSC to the dental laboratory will be at the expense of the CSC;
- c) If shipments are sent by mail (making and / or repairing) by the supplier to the establishments, this must be done by registered mail only.

## 1.7. Language of Work

The Contractor and / or their replacement undertake to provide services in the official language (English or French) requested during service delivery.

## ANNEX B

### PROPOSED BASIS OF PAYMENT

The following basis of payment will apply to any call-up issued against this Standing Offer.

#### 1.0 Professional Services provided with a Firm Price:

For professional services requested by Canada, Canada will pay the Contractor the firm price set out in the Contract based on the firm, all-inclusive rates set out in this Annex, Applicable Taxes extra.

#### 2.0 Estimated quantities:

The estimated quantities for each of the required items can be found in below. The quantities, based on past experience and future forecasts, represent the estimated needs for all CSC institutions in the Quebec region. They are given to suppliers in order for them to have an idea of the volume to be processed and as an evaluation tool only. No minimum quantities are guaranteed. The Contractor will make deliveries of the requested quantities without a minimum order.

#### 3.0 Rates:

The Contractor is invited to bid for the institution of their choice, depending on their availability. As such, they can bid for one or more institutions. One or more standing offers may be awarded.

**Firm period: March 1, 2024 to February 28, 2025**

<b>LAVAL COMPLEX</b>					
<b>Federal Training Centre – sites 600 and 6099</b>					
			<b>A</b>	<b>B</b>	<b>C = A x B</b>
	<b>Description</b>	<b>Unit of measure</b>	<b>Estimated annual quantity</b>	<b>Unit price</b>	<b>Total</b>
<b>1</b>	Complete acrylic denture, upper <u>AND</u> lower	Pair	25		
<b>2</b>	Complete acrylic denture (upper)	Unit	10		
<b>3</b>	Complete acrylic denture (lower)	Unit	10		
<b>4</b>	Partial acrylic denture	Unit	50		
<b>5</b>	Standard repair for all types of prostheses (breakage, crack, tooth pop out)	Unit	10		
<b>6</b>	Repair for all types of prostheses, addition of structure (e.g., addition of teeth and hook, retention, reinforcement, soft bases, etc.)	Unit	3		
<b>7</b>	Rebasing, relining	Unit	3		
<b>8</b>	Institution visit Maximum 12 visits/year	Visit	12		
<b>TOTAL LAVAL COMPLEX :</b>					

<b>JOLIETTE INSTITUTION</b>					
			<b>A</b>	<b>B</b>	<b>C = A x B</b>
	<b>Description</b>	<b>Unit of measure</b>	<b>Estimated annual quantity</b>	<b>Unit price</b>	<b>Total</b>
1	Complete acrylic denture, upper <u>AND</u> lower	Pair	10		
2	Complete acrylic denture (upper)	Unit	5		
3	Complete acrylic denture (lower)	Unit	5		
4	Partial acrylic denture	Unit	25		
5	Standard repair for all types of prostheses (breakage, crack, tooth pop out)	Unit	3		
6	Repair for all types of prostheses, addition of structure (e.g., addition of teeth and hook, retention, reinforcement, soft bases, etc.)	Unit	3		
7	Rebasing, relining	Unit	5		
8	Institution visit Maximum 6 visits/year	Visit	6		
<b>TOTAL JOLIETTE :</b>					

<b>DONNACONA INSTITUTION</b>					
			<b>A</b>	<b>B</b>	<b>C = A x B</b>
	<b>Description</b>	<b>Unit of measure</b>	<b>Estimated annual quantity</b>	<b>Unit price</b>	<b>Total</b>
1	Complete acrylic denture, upper <u>AND</u> lower	Pair	7		
2	Complete acrylic denture (upper)	Unit	10		
3	Complete acrylic denture (lower)	Unit	10		
4	Partial acrylic denture	Unit	20		
5	Standard repair for all types of prostheses (breakage, crack, tooth pop out)	Unit	5		
6	Repair for all types of prostheses, addition of structure (e.g., addition of teeth and hook, retention, reinforcement, soft bases, etc.)	Unit	5		
7	Rebasing, relining	Unit	5		
8	Institution visit Maximum 6 visits/year	Visit	6		
<b>TOTAL DONNACONA :</b>					

**STE-ANNE-DES-PLAINES COMPLEX**  
**Archambault minimum and medium institutions,**  
**Regional mental health centre, Regional reception**  
**centre**

			A	B	C = A x B
	Description	Unit of measure	Estimated annual quantity	Unit price	Total
1	Complete acrylic denture, upper <u>AND</u> lower	Pair	15		
2	Complete acrylic denture (upper)	Unit	30		
3	Complete acrylic denture (lower)	Unit	20		
4	Partial acrylic denture	Unit	70		
5	Standard repair for all types of prostheses (breakage, crack, tooth pop out)	Unit	10		
6	Repair for all types of prostheses, addition of structure (e.g., addition of teeth and hook, retention, reinforcement, soft bases, etc.)	Unit	10		
7	Rebasing, relining	Unit	10		
8	Institution visit Maximum 12 visits/year	Visit	12		
<b>TOTAL STE-ANNE-DES-PLAINES COMPLEX :</b>					

**DRUMMOND INSTITUTION**

			A	B	C = A x B
	Description	Unit of measure	Estimated annual quantity	Unit price	Total
1	Complete acrylic denture, upper <u>AND</u> lower	Pair	10		
2	Complete acrylic denture (upper)	Unit	20		
3	Complete acrylic denture (lower)	Unit	10		
4	Partial acrylic denture	Unit	40		
5	Standard repair for all types of prostheses (breakage, crack, tooth pop out)	Unit	10		
6	Repair for all types of prostheses, addition of structure (e.g., addition of teeth and hook, retention, reinforcement, soft bases, etc.)	Unit	10		
7	Rebasing, relining	Unit	10		
8	Institution visit Maximum 12 visits/year	Visit	12		
<b>TOTAL DRUMMOND :</b>					

<b>COWANSVILLE INSTITUTION</b>					
			<b>A</b>	<b>B</b>	<b>C = A x B</b>
	<b>Description</b>	<b>Unit of measure</b>	<b>Estimated annual quantity</b>	<b>Unit price</b>	<b>Total</b>
<b>1</b>	Complete acrylic denture, upper <u>AND</u> lower	Pair	5		
<b>2</b>	Complete acrylic denture (upper)	Unit	10		
<b>3</b>	Complete acrylic denture (lower)	Unit	5		
<b>4</b>	Partial acrylic denture	Unit	20		
<b>5</b>	Standard repair for all types of prostheses (breakage, crack, tooth pop out)	Unit	5		
<b>6</b>	Repair for all types of prostheses, addition of structure (e.g., addition of teeth and hook, retention, reinforcement, soft bases, etc.)	Unit	5		
<b>7</b>	Rebasing, relining	Unit	5		
<b>8</b>	Institution visit Maximum 12 visits/year	Visit	12		
<b>TOTAL COWANSVILLE :</b>					

<b>LA MACAZA INSTITUTION</b>					
			<b>A</b>	<b>B</b>	<b>C = A x B</b>
	<b>Description</b>	<b>Unit of measure</b>	<b>Estimated annual quantity</b>	<b>Unit price</b>	<b>Total</b>
<b>1</b>	Complete acrylic denture, upper <u>AND</u> lower	Pair	11		
<b>2</b>	Complete acrylic denture (upper)	Unit	10		
<b>3</b>	Complete acrylic denture (lower)	Unit	4		
<b>4</b>	Partial acrylic denture	Unit	17		
<b>5</b>	Standard repair for all types of prostheses (breakage, crack, tooth pop out)	Unit	6		
<b>6</b>	Repair for all types of prostheses, addition of structure (e.g., addition of teeth and hook, retention, reinforcement, soft bases, etc.)	Unit	4		
<b>7</b>	Rebasing, relining	Unit	4		
<b>8</b>	Institution visit Maximum 8 visits/year	Visit	8		
<b>TOTAL LA MACAZA :</b>					

<b>PORT-CARTIER INSTITUTION</b>					
			<b>A</b>	<b>B</b>	<b>C = A x B</b>
	<b>Description</b>	<b>Unit of measure</b>	<b>*Estimated annual quantity</b>	<b>Unit price</b>	<b>Total</b>
<b>1</b>	Complete acrylic denture, upper <u>AND</u> lower	Pair	10		
<b>2</b>	Complete acrylic denture (upper)	Unit	10		
<b>3</b>	Complete acrylic denture (lower)	Unit	10		
<b>4</b>	Partial acrylic denture	Unit	20		
<b>5</b>	Standard repair for all types of prostheses (breakage, crack, tooth pop out)	Unit	5		
<b>6</b>	Repair for all types of prostheses, addition of structure (e.g., addition of teeth and hook, retention, reinforcement, soft bases, etc.)	Unit	5		
<b>7</b>	Rebasing, relining	Unit	5		
<b>8</b>	Institution visit Maximum 12 visits/year *	Visit	12		
<b>TOTAL PORT-CARTIER :</b>					

\*As mentioned in section 1.5. b) Travel in the Statement of Work, exceptionally for Contractors who do not have a service point at Port-Cartier, visits to the Port-Cartier institution are not mandatory, but they are for others.

#### **4.0 Options to Extend the Standing Offer Period:**

Subject to the exercise of the option to extend the Standing Offer period in accordance with Article *<To Be Inserted at SO Award>* of the original Standing Offer, Options to Extend the Standing Offer, the Contractor will be paid the firm all inclusive Rate(s), in accordance with the following tables, Applicable Taxes extra, to complete all Work and services required to be performed in relation any call-up issued as a result of the Standing Offer extension.

4.1 Option 1 – March 1, 2025 to February 28, 2026

<b>LAVAL COMPLEX OPTION 1</b> <i>Federal Training Centre – sites 600 and 6099</i>					
			<b>A</b>	<b>B</b>	<b>C = A x B</b>
	<b>Description</b>	<b>Unit of measure</b>	<b>Estimated annual quantity</b>	<b>Unit price</b>	<b>Total</b>
1	Complete acrylic denture, upper <u>AND</u> lower	Pair	25		
2	Complete acrylic denture (upper)	Unit	10		
3	Complete acrylic denture (lower)	Unit	10		
4	Partial acrylic denture	Unit	50		
5	Standard repair for all types of prostheses (breakage, crack, tooth pop out)	Unit	10		
6	Repair for all types of prostheses, addition of structure (e.g., addition of teeth and hook, retention, reinforcement, soft bases, etc.)	Unit	3		
7	Rebasing, relining	Unit	3		
8	Institution visit Maximum 12 visits/year	Visit	12		
<b>TOTAL LAVAL COMPLEX OPTION 1 :</b>					

<b>JOLIETTE INSTITUTION OPTION 1</b>					
			<b>A</b>	<b>B</b>	<b>C = A x B</b>
	<b>Description</b>	<b>Unit of measure</b>	<b>Estimated annual quantity</b>	<b>Unit price</b>	<b>Total</b>
1	Complete acrylic denture, upper <u>AND</u> lower	Pair	10		
2	Complete acrylic denture (upper)	Unit	5		
3	Complete acrylic denture (lower)	Unit	5		
4	Partial acrylic denture	Unit	25		
5	Standard repair for all types of prostheses (breakage, crack, tooth pop out)	Unit	3		
6	Repair for all types of prostheses, addition of structure (e.g., addition of teeth and hook, retention, reinforcement, soft bases, etc.)	Unit	3		
7	Rebasing, relining	Unit	5		
8	Institution visit Maximum 6 visits/year	Visit	6		
<b>TOTAL JOLIETTE OPTION 1 :</b>					

<b>DONNACONA INSTITUTION OPTION 1</b>					
			<b>A</b>	<b>B</b>	<b>C = A x B</b>
	<b>Description</b>	<b>Unit of measure</b>	<b>Estimated annual quantity</b>	<b>Unit price</b>	<b>Total</b>
<b>1</b>	Complete acrylic denture, upper <u>AND</u> lower	Pair	7		
<b>2</b>	Complete acrylic denture (upper)	Unit	10		
<b>3</b>	Complete acrylic denture (lower)	Unit	10		
<b>4</b>	Partial acrylic denture	Unit	20		
<b>5</b>	Standard repair for all types of prostheses (breakage, crack, tooth pop out)	Unit	5		
<b>6</b>	Repair for all types of prostheses, addition of structure (e.g., addition of teeth and hook, retention, reinforcement, soft bases, etc.)	Unit	5		
<b>7</b>	Rebasing, relining	Unit	5		
<b>8</b>	Institution visit Maximum 6 visits/year	Visit	6		
<b>TOTAL DONNACONA OPTION 1 :</b>					

<b>STE-ANNE-DES-PLAINES COMPLEX OPTION 1</b>					
<i>Archambault minimum and medium institutions, Regional mental health centre, Regional reception centre</i>					
			<b>A</b>	<b>B</b>	<b>C = A x B</b>
	<b>Description</b>	<b>Unit of measure</b>	<b>Estimated annual quantity</b>	<b>Unit price</b>	<b>Total</b>
<b>1</b>	Complete acrylic denture, upper <u>AND</u> lower	Pair	15		
<b>2</b>	Complete acrylic denture (upper)	Unit	30		
<b>3</b>	Complete acrylic denture (lower)	Unit	20		
<b>4</b>	Partial acrylic denture	Unit	70		
<b>5</b>	Standard repair for all types of prostheses (breakage, crack, tooth pop out)	Unit	10		
<b>6</b>	Repair for all types of prostheses, addition of structure (e.g., addition of teeth and hook, retention, reinforcement, soft bases, etc.)	Unit	10		
<b>7</b>	Rebasing, relining	Unit	10		
<b>8</b>	Institution visit Maximum 12 visits/year	Visit	12		
<b>TOTAL STE-ANNE-DES-PLAINES COMPLEX OPTION 1 :</b>					



<b>DRUMMOND INSTITUTION OPTION 1</b>					
			<b>A</b>	<b>B</b>	<b>C = A x B</b>
	<b>Description</b>	<b>Unit of measure</b>	<b>Estimated annual quantity</b>	<b>Unit price</b>	<b>Total</b>
<b>1</b>	Complete acrylic denture, upper <u>AND</u> lower	Pair	10		
<b>2</b>	Complete acrylic denture (upper)	Unit	20		
<b>3</b>	Complete acrylic denture (lower)	Unit	10		
<b>4</b>	Partial acrylic denture	Unit	40		
<b>5</b>	Standard repair for all types of prostheses (breakage, crack, tooth pop out)	Unit	10		
<b>6</b>	Repair for all types of prostheses, addition of structure (e.g., addition of teeth and hook, retention, reinforcement, soft bases, etc.)	Unit	10		
<b>7</b>	Rebasing, relining	Unit	10		
<b>8</b>	Institution visit Maximum 12 visits/year	Visit	12		
<b>TOTAL DRUMMOND OPTION 1</b>					

<b>COWANSVILLE INSTITUTION OPTION 1</b>					
			<b>A</b>	<b>B</b>	<b>C = A x B</b>
	<b>Description</b>	<b>Unit of measure</b>	<b>Estimated annual quantity</b>	<b>Unit price</b>	<b>Total</b>
<b>1</b>	Complete acrylic denture, upper <u>AND</u> lower	Pair	5		
<b>2</b>	Complete acrylic denture (upper)	Unit	10		
<b>3</b>	Complete acrylic denture (lower)	Unit	5		
<b>4</b>	Partial acrylic denture	Unit	20		
<b>5</b>	Standard repair for all types of prostheses (breakage, crack, tooth pop out)	Unit	5		
<b>6</b>	Repair for all types of prostheses, addition of structure (e.g., addition of teeth and hook, retention, reinforcement, soft bases, etc.)	Unit	5		
<b>7</b>	Rebasing, relining	Unit	5		
<b>8</b>	Institution visit Maximum 12 visits/year	Visit	12		
<b>TOTAL COWANSVILLE OPTION 1 :</b>					

<b>LA MACAZA INSTITUTION OPTION 1</b>					
			<b>A</b>	<b>B</b>	<b>C = A x B</b>
	<b>Description</b>	<b>Unit of measure</b>	<b>Estimated annual quantity</b>	<b>Unit price</b>	<b>Total</b>
<b>1</b>	Complete acrylic denture, upper <u>AND</u> lower	Pair	11		
<b>2</b>	Complete acrylic denture (upper)	Unit	10		
<b>3</b>	Complete acrylic denture (lower)	Unit	4		
<b>4</b>	Partial acrylic denture	Unit	17		
<b>5</b>	Standard repair for all types of prostheses (breakage, crack, tooth pop out)	Unit	6		
<b>6</b>	Repair for all types of prostheses, addition of structure (e.g., addition of teeth and hook, retention, reinforcement, soft bases, etc.)	Unit	4		
<b>7</b>	Rebasing, relining	Unit	4		
<b>8</b>	Institution visit Maximum 8 visits/year	Visit	8		
<b>TOTAL LA MACAZA OPTION 1 :</b>					

<b>PORT-CARTIER INSTITUTION OPTION 1</b>					
			<b>A</b>	<b>B</b>	<b>C = A x B</b>
	<b>Description</b>	<b>Unit of measure</b>	<b>*Estimated annual quantity</b>	<b>Unit price</b>	<b>Total</b>
<b>1</b>	Complete acrylic denture, upper <u>AND</u> lower	Pair	10		
<b>2</b>	Complete acrylic denture (upper)	Unit	10		
<b>3</b>	Complete acrylic denture (lower)	Unit	10		
<b>4</b>	Partial acrylic denture	Unit	20		
<b>5</b>	Standard repair for all types of prostheses (breakage, crack, tooth pop out)	Unit	5		
<b>6</b>	Repair for all types of prostheses, addition of structure (e.g., addition of teeth and hook, retention, reinforcement, soft bases, etc.)	Unit	5		
<b>7</b>	Rebasing, relining	Unit	5		
<b>8</b>	Institution visit Maximum 12 visits/year *	Visit	12		
<b>TOTAL PORT-CARTIER OPTION 1 :</b>					

\*As mentioned in section 1.5. b) Travel in the Statement of Work, exceptionally for Contractors who do not have a service point at Port-Cartier, visits to the Port-Cartier institution are not mandatory, but they are for others.

#### 4.2 Option 2 – 1er mars 2026 au 28 février 2027

<b>LAVAL COMPLEX OPTION 2</b>					
<b>Federal Training Centre – sites 600 and 6099</b>					
			<b>A</b>	<b>B</b>	<b>C = A x B</b>
	<b>Description</b>	<b>Unit of measure</b>	<b>Estimated annual quantity</b>	<b>Unit price</b>	<b>Total</b>
<b>1</b>	Complete acrylic denture, upper <u>AND</u> lower	Pair	25		
<b>2</b>	Complete acrylic denture (upper)	Unit	10		
<b>3</b>	Complete acrylic denture (lower)	Unit	10		
<b>4</b>	Partial acrylic denture	Unit	50		
<b>5</b>	Standard repair for all types of prostheses (breakage, crack, tooth pop out)	Unit	10		
<b>6</b>	Repair for all types of prostheses, addition of structure (e.g., addition of teeth and hook, retention, reinforcement, soft bases, etc.)	Unit	3		
<b>7</b>	Rebasing, relining	Unit	3		
<b>8</b>	Institution visit Maximum 12 visits/year	Visit	12		
<b>TOTAL LAVAL COMPLEX OPTION 2 :</b>					

<b>JOLIETTE INSTITUTION OPTION 2</b>					
			<b>A</b>	<b>B</b>	<b>C = A x B</b>
	<b>Description</b>	<b>Unit of measure</b>	<b>Estimated annual quantity</b>	<b>Unit price</b>	<b>Total</b>
<b>1</b>	Complete acrylic denture, upper <u>AND</u> lower	Pair	10		
<b>2</b>	Complete acrylic denture (upper)	Unit	5		
<b>3</b>	Complete acrylic denture (lower)	Unit	5		
<b>4</b>	Partial acrylic denture	Unit	25		
<b>5</b>	Standard repair for all types of prostheses (breakage, crack, tooth pop out)	Unit	3		
<b>6</b>	Repair for all types of prostheses, addition of structure (e.g., addition of teeth and hook, retention, reinforcement, soft bases, etc.)	Unit	3		
<b>7</b>	Rebasing, relining	Unit	5		
<b>8</b>	Institution visit Maximum 6 visits/year	Visit	6		
<b>TOTAL JOLIETTE OPTION 2 :</b>					

<b>DONNACONA INSTITUTION OPTION 2</b>					
			<b>A</b>	<b>B</b>	<b>C = A x B</b>
	<b>Description</b>	<b>Unit of measure</b>	<b>Estimated annual quantity</b>	<b>Unit price</b>	<b>Total</b>
<b>1</b>	Complete acrylic denture, upper <u>AND</u> lower	Pair	7		
<b>2</b>	Complete acrylic denture (upper)	Unit	10		
<b>3</b>	Complete acrylic denture (lower)	Unit	10		
<b>4</b>	Partial acrylic denture	Unit	20		
<b>5</b>	Standard repair for all types of prostheses (breakage, crack, tooth pop out)	Unit	5		
<b>6</b>	Repair for all types of prostheses, addition of structure (e.g., addition of teeth and hook, retention, reinforcement, soft bases, etc.)	Unit	5		
<b>7</b>	Rebasing, relining	Unit	5		
<b>8</b>	Institution visit Maximum 6 visits/year	Visit	6		
<b>TOTAL DONNACONA OPTION 2:</b>					

<b>STE-ANNE-DES-PLAINES COMPLEX OPTION 2</b> <i>Archambault minimum and medium institutions, Regional mental health centre, Regional reception centre</i>					
			<b>A</b>	<b>B</b>	<b>C = A x B</b>
	<b>Description</b>	<b>Unit of measure</b>	<b>Estimated annual quantity</b>	<b>Unit price</b>	<b>Total</b>
<b>1</b>	Complete acrylic denture, upper <u>AND</u> lower	Pair	15		
<b>2</b>	Complete acrylic denture (upper)	Unit	30		
<b>3</b>	Complete acrylic denture (lower)	Unit	20		
<b>4</b>	Partial acrylic denture	Unit	70		
<b>5</b>	Standard repair for all types of prostheses (breakage, crack, tooth pop out)	Unit	10		
<b>6</b>	Repair for all types of prostheses, addition of structure (e.g., addition of teeth and hook, retention, reinforcement, soft bases, etc.)	Unit	10		
<b>7</b>	Rebasing, relining	Unit	10		
<b>8</b>	Institution visit Maximum 12 visits/year	Visit	12		
<b>TOTAL STE-ANNE-DES-PLAINES COMPLEX OPTION 2 :</b>					

<b>DRUMMOND INSTITUTION OPTION 2</b>					
			<b>A</b>	<b>B</b>	<b>C = A x B</b>
	<b>Description</b>	<b>Unit of measure</b>	<b>Estimated annual quantity</b>	<b>Unit price</b>	<b>Total</b>
<b>1</b>	Complete acrylic denture, upper <u>AND</u> lower	Pair	10		
<b>2</b>	Complete acrylic denture (upper)	Unit	20		
<b>3</b>	Complete acrylic denture (lower)	Unit	10		
<b>4</b>	Partial acrylic denture	Unit	40		
<b>5</b>	Standard repair for all types of prostheses (breakage, crack, tooth pop out)	Unit	10		
<b>6</b>	Repair for all types of prostheses, addition of structure (e.g., addition of teeth and hook, retention, reinforcement, soft bases, etc.)	Unit	10		
<b>7</b>	Rebasing, relining	Unit	10		
<b>8</b>	Institution visit Maximum 12 visits/year	Visit	12		
<b>TOTAL DRUMMOND OPTION 2 :</b>					

<b>COWANSVILLE INSTITUTION OPTION 2</b>					
			<b>A</b>	<b>B</b>	<b>C = A x B</b>
	<b>Description</b>	<b>Unit of measure</b>	<b>Estimated annual quantity</b>	<b>Unit price</b>	<b>Total</b>
<b>1</b>	Complete acrylic denture, upper <u>AND</u> lower	Pair	5		
<b>2</b>	Complete acrylic denture (upper)	Unit	10		
<b>3</b>	Complete acrylic denture (lower)	Unit	5		
<b>4</b>	Partial acrylic denture	Unit	20		
<b>5</b>	Standard repair for all types of prostheses (breakage, crack, tooth pop out)	Unit	5		
<b>6</b>	Repair for all types of prostheses, addition of structure (e.g., addition of teeth and hook, retention, reinforcement, soft bases, etc.)	Unit	5		
<b>7</b>	Rebasing, relining	Unit	5		
<b>8</b>	Institution visit Maximum 12 visits/year	Visit	12		
<b>TOTAL COWANSVILLE OPTION 2 :</b>					

<b>LA MACAZA INSTITUTION OPTION 2</b>					
			<b>A</b>	<b>B</b>	<b>C = A x B</b>
	<b>Description</b>	<b>Unit of measure</b>	<b>Estimated annual quantity</b>	<b>Unit price</b>	<b>Total</b>
<b>1</b>	Complete acrylic denture, upper <u>AND</u> lower	Pair	11		
<b>2</b>	Complete acrylic denture (upper)	Unit	10		
<b>3</b>	Complete acrylic denture (lower)	Unit	4		
<b>4</b>	Partial acrylic denture	Unit	17		
<b>5</b>	Standard repair for all types of prostheses (breakage, crack, tooth pop out)	Unit	6		
<b>6</b>	Repair for all types of prostheses, addition of structure (e.g., addition of teeth and hook, retention, reinforcement, soft bases, etc.)	Unit	4		
<b>7</b>	Rebasing, relining	Unit	4		
<b>8</b>	Institution visit Maximum 12 visits/year	Visit	8		
<b>TOTAL LA MACAZA OPTION 2 :</b>					

<b>PORT-CARTIER INSTITUTION OPTION 2</b>					
			<b>A</b>	<b>B</b>	<b>C = A x B</b>
	<b>Description</b>	<b>Unit of measure</b>	<b>*Estimated annual quantity</b>	<b>Unit price</b>	<b>Total</b>
<b>1</b>	Complete acrylic denture, upper <u>AND</u> lower	Pair	10		
<b>2</b>	Complete acrylic denture (upper)	Unit	10		
<b>3</b>	Complete acrylic denture (lower)	Unit	10		
<b>4</b>	Partial acrylic denture	Unit	20		
<b>5</b>	Standard repair for all types of prostheses (breakage, crack, tooth pop out)	Unit	5		
<b>6</b>	Repair for all types of prostheses, addition of structure (e.g., addition of teeth and hook, retention, reinforcement, soft bases, etc.)	Unit	5		
<b>7</b>	Rebasing, relining	Unit	5		
<b>8</b>	Institution visit Maximum 12 visits/year *	Visit	12		
<b>TOTAL PORT-CARTIER OPTION 2 :</b>					

\*As mentioned in section 1.5. b) Travel in the Statement of Work, exceptionally for Contractors who do not have a service point at Port-Cartier, visits to the Port-Cartier institution are not mandatory, but they are for others.

#### 5.0 Applicable Taxes

- a) All prices and amounts of money in the Standing Offer are exclusive of Applicable Taxes, unless otherwise indicated. Applicable Taxes are extra to the price herein and will be paid by Canada.
- b) The estimated Applicable Taxes of \$*<To Be Inserted at Standing Offer Award>* are included in the total estimated cost shown on page 1 of this Standing Offer. The estimated Applicable Taxes will be incorporated into all invoices and progress claims and shown as a separate item on invoices and progress claims. All items that are zero-rated, exempt, or to which taxes do not apply, are to be identified as such on all invoices. The Offeror agrees to remit to Canada Revenue Agency (CRA) any amounts of Applicable Taxes or due.

## ANNEX C SECURITY REQUIREMENTS CHECK LIST

DSD-NHQ5551



Contract Number / Numéro du contrat 21301-23-4530884
Security Classification / Classification de sécurité Non-classifié

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE			
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine <b>Service correctionnel du Canada</b>	2. Branch or Directorate / Direction générale ou Direction <b>Services de santé</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>Laboratoire dentaire</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
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"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <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"/>	Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:	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"/>	

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité Non-classifié
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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?  No  Yes  
 Non 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  Yes  
 Non 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<br>COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRET           | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET- SIGINT<br>TRÈS SECRET - SIGINT         | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>ACCÈS AUX EMPLACEMENTS              |   |   |  |

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  Yes  
 Non Oui  
 If Yes, will unscreened personnel be escorted?  
 Dans l'affirmative, le personnel en question sera-t-il escorté?  No  Yes  
 Non Oui

**PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)****INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
 Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?  No  Yes  
 Non 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?  No  Yes  
 Non Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
 Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?  No  Yes  
 Non Oui

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

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

No  
Non  Yes  
Oui

**If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".**

**Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.**

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

No  
Non  Yes  
Oui

**If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).**

**Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).**




Contract Number / Numéro du contrat

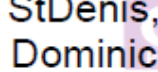
21301-23-4530884

 Security Classification / Classification de sécurité  
 Non-classifié
**PART D - AUTHORIZATION / PARTIE D - AUTORISATION**

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

Name (print) - Nom (en lettres moulées)		Title - Titre	Signature	
Marie-Eve Charest		Directrice des services de santé int.	 Signature numérique de Charest, Marie-Eve Date : 2023.06.02 09:59:57 -04'00'	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel		Date
450 972-7829	450 972-7862	Marie-Eve.Charest@csco-scc.gc.ca		

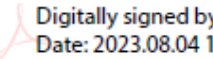
## 14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées)		Title - Titre	Signature	
Dominic St-Denis		Contracting Security Analyst	 Digitally signed by StDenis, Dominic DN: cn=StDenis, o=CC, ou=CCSC-SCC, email=StDenis.Dominic Reason: I am the author of this document Location Date: 2023.08.14 11:03:13-0400 Full PDF Editor Version: 12.1.3	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel		Date

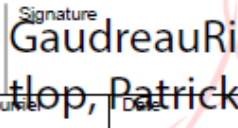
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?  
 Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

No / Non  Yes / Oui

## 16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)		Title - Titre	Signature	
Marcotte, Francine			 Digitally signed by Marcotte, Francine Date: 2023.08.04 11:58:35 -04'00'	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel		Date

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

Name (print) - Nom (en lettres moulées)		Title - Titre	Signature	
Patrick Gaudreau-Ritlop Contract Security Officer Patrick.Gaudreau-Ritlop@tpsgc-pwgsc.gc.ca			 Digitally signed by GaudreauRitlop, Patrick Date: 2023.09.26 15:24:17 -04'00'	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel		Date

## ANNEX D INSURANCE REQUIREMENTS

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
  - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - j. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
  - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
  - l. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

**For the province of Quebec, send to:**

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

**For other provinces and territories, send to:**

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

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

## ANNEX E EVALUATION CRITERIA

### 1.0 Technical Evaluation

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

- Mandatory Technical Criteria

**It is imperative that the offer 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 Contractor**, 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. When the proposed resource has acquired the stated experience in providing services to business partners, such as dental offices or individuals (private consultation office), etc., the reference may be the business partner.
- IV. 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 offers, it is recommended that Offerors' offers address the mandatory criteria in the order in which they appear in the Evaluation Criteria and using the numbering outlined.

II. 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 offer does not include the required month and year for the start date and end date of the experience claimed.

**MANDATORY TECHNICAL CRITERIA**

#	Mandatory Technical Criteria	Offeror Response (include location in offer)	Met/Not Met
M1	<p><b>Ability to practice</b></p> <p>Be a member in good standing of the Ordre des Denturologistes du Québec.</p> <p><b>The Offeror must provide the following information:</b></p> <p>a) Copy of a valid practising licence</p>		
M2	<p><b>Experience</b></p> <p>The Offeror must demonstrate that they have a minimum of two (2) years' experience in the last five (5) years in the field of manufacturing and repairing complete upper and/or lower dentures and partial dentures.</p> <p><b>The Offeror must provide:</b></p> <p>a) the name of the organization or company where the experience was acquired;</p> <p>b) the period of service delivery (the start and end dates in <b>month/year</b> format);</p> <p>AND</p> <p>c) a reference.</p>		
M3	<p>Be the owner or co-owner of a dental laboratory for the manufacture/repair of dentures.</p> <p><b>The Offeror must provide proof of address* of the dental laboratory.</b></p> <p>*Accepted proofs of address are:</p> <ul style="list-style-type: none"> <li>• Property tax statement;</li> <li>• School tax statement;</li> <li>• Utility bill.</li> </ul>		

**ANNEX F  
DELIVERY ADDRESSES**

<b>DELIVERY SCC-CSC - Various institutions</b>	
<b>Delivery addresses</b>	<b>Delivery hours and particularities</b>
<b>Federal Training Centre – site 600</b> 600, Montée St-François Laval (Quebec) H7C 1S5	Monday to Friday From 7:30 to 11:00 a.m. and from 1:00 to 3:00 p.m.
<b>Federal Training Center – site 6099</b> 6099, Lévesque Blvd E Laval (Quebec) H7C 1P1	Monday to Friday From 8:00 to 11:00 a.m. and from 1:00 to 3:00 p.m.  <b><u>IMPORTANT:</u></b> Delivery vehicles entering the Federal Training Center site 6099 must not exceed 11'4" in height.
<b>Regional Mental Health Centre</b> 242, boulevard Gibson Ste-Anne-des-Plaines (Quebec) J5N 1V8	Monday to Friday From 7:30 to 11:30 a.m. and from 12:30 to 3:30 p.m.
<b>Archambault Institution – Min.</b> 244, boulevard Gibson Ste-Anne-des-Plaines (Quebec) J5N 1V8	Monday to Friday From 7:30 to 11:30 a.m. and from 12:30 to 3:30 p.m.
<b>Archambault Institution – Med.</b> 242, boulevard Gibson Ste-Anne-des-Plaines (Quebec) J5N 1V8	Monday to Friday From 8:00 to 11:00 a.m. and from 1:00 to 3:00 p.m.
<b>Regional Reception Centre</b> 246, boulevard Gibson Ste-Anne-des-Plaines (Quebec) J5N 1V8	Monday to Friday From 8:00 to 11:00 a.m. and from 1:00 to 3:00 p.m.
<b>Joliette Institution</b> 400, Marsolais Street Joliette (Quebec) J6E 8V4	Monday to Friday From 8:00 to 11:00 a.m. and from 1:00 to 3:00 p.m.
<b>Cowansville Institution</b> 400, Fordyce Avenue Cowansville (Quebec) J2K 3N7	Monday to Friday From 8:00 to 11:00 a.m. and from 1:00 to 3:00 p.m.  <b><u>N.B.</u></b> Maximum height of pallets, including thickness of the pallet, is five (5) feet
<b>Drummond Institution</b> 2025, Jean-de-Brébeuf Blvd Drummondville (Quebec) J2B 7Z6	Monday to Friday From 8:30 to 11:00 a.m. and From 1:00 to 3:00 p.m.
<b>Donnacona Institution</b> 1537, Highway 138 Donnacona (Quebec) G3M 1C9	Monday to Friday From 8:00 to 11:30 a.m. and from 1:00 to 3:30 p.m.



<b>La Macaza Institution</b> 321, Airport Rd La Macaza (Quebec) J0T 1R0	Monday to Friday From 8:30 to 11:00 a.m. and from 1:30 to 3:00 p.m.
<b>Port-Cartier Institution</b> 1, Airport Rd Port-Cartier (Quebec) G5B 2W2	Monday to Friday From 8:00 to 11:00 a.m. and From 1:00 to 3:30 p.m.