



**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À :**

Bid Receiving/Réception des soumissions

Royal Canadian Mounted Police/Gendarmerie royale du Canada  
Procurement and Contracting Services/ Services de l'approvisionnement et des contrats

**Email/Courriel:**

NWR\_Procurement\_Bids@rcmp-grc.gc.ca

**REQUEST FOR  
PROPOSAL**

**DEMANDE DE  
PROPOSITION**

Proposal to: Royal Canadian Mounted Police

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

Proposition aux : Gendarmerie royale du Canada

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

Comments: - Commentaires :

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

LE PRÉSENT DOCUMENT COMPORTE UNE EXIGENCE EN MATIÈRE DE SÉCURITÉ

<b>Title – Sujet</b> Psychologist(s); Edmonton or Calgary, AB		<b>Date</b> December 13th, 2023
<b>Solicitation No. – N° de l'invitation</b> M5000-24-1333/B		
<b>Client Reference No. - No. De Référence du Client</b> 202401333		
<b>Solicitation Closes – L'invitation prend fin</b>		
<b>At / à :</b>	2 :00 pm / 1400 heure	CST (Central Standard Time) HNC (Heure Normale du Centre)
<b>On / le :</b>	January 31st, 2024	
<b>Delivery - Livraison</b> See herein — Voir aux présentes	<b>Taxes - Taxes</b> See herein — Voir aux présentes	<b>Duty – Droits</b> See herein — Voir aux présentes
<b>Destination of Goods and Services – Destinations des biens et services</b> See herein — Voir aux présentes		
<b>Instructions</b> See herein — Voir aux présentes		
<b>Address Inquiries to – Adresser toute demande de renseignements à</b> sheena.simonson@rcmp-grc.gc.ca		
<b>Telephone No. – No. de téléphone</b> 306-515-1653	<b>Facsimile No. – No. de télécopieur</b> N/a	
<b>Delivery Required – Livraison exigée</b> See herein — Voir aux présentes	<b>Delivery Offered – Livraison proposée</b>	
<b>Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l'entrepreneur:</b>		
<b>Telephone No. – No. de téléphone</b>	<b>Facsimile No. – No. de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>		
<b>Signature</b>	<b>Date</b>	



**This bid solicitation cancels and supersedes previous bid solicitation number M5000-24-1333/A dated August 15th, 2023 with a closing of September 13th, 2023 at 2 :00 pm. A debriefing or feedback session will be provided upon request to bidders/offerors/suppliers who bid on the previous solicitation.**

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**Important Notice to Bidders:**

**Conditional Set-Aside Under the Procurement Strategy for Indigenous Business (PSIB)**

This is an open tender.

However, it will be conditionally set-aside under the Government of Canada's Procurement Strategy for Indigenous Business (PSIB) if two or more bids have been received by Indigenous businesses who are certified under the Procurement Strategy for Indigenous Business (PSIB) criteria and who may be listed in the Government of Canada's Indigenous Business Directory (<https://www.sac-isc.gc.ca/eng/1100100033057/1610797769658>). In order to be considered, the Bidder must certify that it qualifies as an Indigenous business as defined under PSIB and that it will comply with all requirements of PSIB. If bids from two (2) or more Indigenous businesses are compliant with the terms of the Request for Proposal, the contracting authority will limit the competition to those Indigenous businesses and will not consider bids from any non-Indigenous businesses that may have been submitted.

For more information on Indigenous business requirements of the Set-aside Program for Indigenous Business, refer to [Annex 9.4](#) of the Supply Manual.



## PART 1 – GENERAL INFORMATION

NOTE: [Canada Buys](#) is the new official source for Government of Canada tender and award notices. [Buy and Sell](#) remains as a source for information, procurement policy and guidelines.

### 1.1 Introduction

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

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

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, the Certification of Independent Bid Determination, the Federal Contractors Program for Employment Equity - Certification, the Insurance Requirements, and any other annexes.

### 1.2 Summary

The Royal Canadian Mounted Police (RCMP) requires the services of up to 2 psychologists working an estimated 20 hours per week each (or one psychologist working an estimated 40 per week) to provide specialized clinical psychological assessments to address fitness for duty, disability management and performance related issues for regular and civilian members; to conduct psychological debriefings within specialized sections/deployments; to conduct psychological screening assessments for applicants to the RCMP; and provide/oversee critical incident intervention for members; and to coordinate and deliver preventative health programs in collaboration with K Division Health Services team. The Contractor must be available to provide services forty hours per week Monday to Friday and on occasions where required by the RCMP, after hours or on weekends or statutory holidays.

The contract period will be for two years from the date of contract with an irrevocable option to extend it for up to three additional one-year periods. The anticipated start date is June 1<sup>st</sup>, 2024.

There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the [Contract Security Program](#) of Public Works and Government



Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website. Please note, the above website is specific to PWGSC requirements and processes may differ from RCMP requirements.

### **Conditional Set-aside under the Federal Government Procurement Strategy for Indigenous Business (PSIB)**

This is an open tender. However, it will be conditionally set-aside under the Government of Canada's Procurement Strategy for Indigenous Business (PSIB) if two or more bids have been received by Indigenous businesses who are certified under the Procurement Strategy for Indigenous Business (PSIB) criteria and who may be listed in the Government of Canada's Indigenous Business Directory (<https://www.sac-isc.gc.ca/eng/1100100033057/1610797769658>).

If your Indigenous business is not yet registered in the Indigenous Business Directory, please do so at the link provided above. If bids from two or more Indigenous businesses are compliant with the terms of the Request for Proposal, the contracting authority will limit the competition to those Indigenous businesses and will not consider bids from any non-Indigenous businesses that may have been submitted.

If the bids from the Indigenous businesses are found to be non-compliant or non-responsive or are withdrawn, such that fewer than two compliant bids from Indigenous businesses remain, bids from all of the non-Indigenous businesses that had submitted bids will then be considered by the contracting authority.

The Federal Contractors Program (FCP) for employment equity applies to this procurement; refer to Part 5 – Certifications and Additional Information, Part 7 - Resulting Contract Clauses and the annex titled Federal Contractors Program for Employment Equity - Certification.

### **1.3 Debriefings**

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

### **1.4 Recourse Mechanisms**

If you have any concerns relating to the procurement process, please refer to the [Recourse Mechanisms](#) page on the [Buyandsell.gc.ca](http://Buyandsell.gc.ca) website. Please note that there are strict deadlines for filing complaints with the Canadian International Trade Tribunal (CITT) or the [Office of the Procurement Ombudsman \(OPO\)](#).

<https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/bid-follow-up/bid-challenge-and-recourse-mechanisms>

<http://opo-boa.gc.ca/plaintesurvol-complaintoverview-eng.html>

## **PART 2 – BIDDER INSTRUCTIONS**

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



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

Revision to Departmental Name: As this solicitation is issued by Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this solicitation, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

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

The [2003](#) (2023-06-08) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: 60 days  
Insert: 180 days

## **2.2 Submission of Bids**

Bids must be submitted only to RCMP Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

NOTE: The RCMP has not been approved for bid submission by Canada Post Corporation (CPC) Connect service.

## **2.3 Enquiries - Bid Solicitation**

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

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

## **2.4 Applicable Laws**

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

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



## 2.5 Promotion of Direct Deposit Initiative

The following information is not related to the solicitation process:

An initiative within the Government of Canada called the Cheque Standardization Project has been established whereby eventually for all payments, cheque stubs will no longer be printed and, with few exceptions, will be processed via direct deposit. This option is only available when payment is made in Canadian dollars for deposit into a Canadian bank account. In an attempt to be proactive, RCMP Corporate Accounting is promoting the registration of RCMP suppliers for the upcoming change in the payment process.

If you are the successful Bidder on this or any other RCMP requirement, you are encouraged to register with the RCMP for direct deposit. Please contact RCMP Corporate Accounting by email to receive a form entitled *Recipient Electronic Payment Registration Request* along with instructions for completion of the form.

Should you have any questions regarding the Cheque Standardization Project or if you want to register, please contact the following email: [corporate\\_accounting@rcmp-grc.gc.ca](mailto:corporate_accounting@rcmp-grc.gc.ca)

## 2.6 Bidders' conference

A bidders' conference will be held virtually on January 11, 2024. The conference will begin at 13:00 MST. The scope of the requirement outlined in the bid solicitation will be reviewed during the conference and questions will be answered. It is recommended that bidders who intend to submit a bid attend or send a representative.

Bidders are requested to communicate with the Contracting Authority before the conference to confirm attendance. Bidders should provide, in writing, to the Contracting Authority, the name(s) and email addresses of the person(s) who will be attending and a list of issues they wish to table no later than January 9<sup>th</sup>, 2024.

Any clarifications or changes to the bid solicitation resulting from the bidders' conference will be included as an amendment to the bid solicitation. Bidders who do not attend will not be precluded from submitting a bid.

## 2.7 Non-Disclosure Agreement

The Contractor must obtain from its employee(s) or subcontractor(s) the completed and signed non-disclosure agreement, attached at Annex D, and provide it to the Contracting Authority before they are given access to information by or on behalf of Canada in connection with the Work.

## 2.8 Volumetric Data

The volumetric data estimated number of hours has been provided to Bidders to assist them in preparing their bids. The inclusion of this data in this bid solicitation does not represent a commitment by Canada that Canada's future usage of the service identified in this bid solicitation will be consistent with this data. It is provided purely for information purposes.

## PART 3 – BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions





Canada requests that the Bidder submit its complete **email** bid in separately saved and attached sections as follows:

**Section I: Technical Bid** (one soft copy in PDF format)

**Section II: Financial Bid** (one soft copy in PDF format)

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

**Important Note:**

For bids transmitted by email, Canada will not be responsible for any failure attributable to the transmission or receipt of the bid including, but not limited to, the following:

- a. receipt of garbled or incomplete bid;
- b. delay in transmission or receipt of the bid to the NWR\_Procurement\_Bids@rcmp-grc.gc.ca email inbox (the date & time on the email received by the NWR\_Procurement\_Bids@rcmp-grc.gc.ca is considered the date & time of receipt of the bid submission);
- c. availability or condition of the receiving equipment;
- d. incompatibility between the sending and receiving equipment;
- e. failure of the Bidder to properly identify the bid;
- f. illegibility of the bid; or
- g. security of bid data.

A bid transmitted electronically constitutes the formal bid of the Bidder and must be submitted in accordance with Section 05 of 2003 (2023-06-08) Standard Instructions - Goods or Services - Competitive Requirements.

The RCMP has restrictions on incoming e-mail messages. The maximum e-mail message size including all file attachments must not exceed 5MB. Zip files or links to bid documents will not be accepted. Incoming e-mail messages exceeding the maximum file size and/or containing zip file attachments will be blocked from entering the RCMP e-mail system. A bid transmitted by e-mail that gets blocked by the RCMP e-mail system will be considered not received. It is the responsibility of the Bidder to ensure receipt.

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

Canada requests that Bidders follow the format instructions described below in the preparation of their bid:

- a. use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, Bidders should:

1. Include all environmental certification(s) relevant to your organization (e.g. ISO 14001, Leadership in Energy and Environmental Design (LEED), Carbon Disclosure Project, etc.)



2. Include all environmental certification(s) or Environmental Product Declaration(s) (EPD) specific to your product/service (e.g. Forest Stewardship Council (FSC), ENERGYSTAR, etc.)
3. Unless otherwise noted, Bidders are encouraged to submit bids electronically. If hard copies are required, Bidders should:
  - a. use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
  - b. use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

### **Section I: Technical Bid**

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

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

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

**3.1.1** Bidders must submit their financial bid in accordance with the Basis of Payment in Annex B.

**3.1.2 Exchange Rate Fluctuation**

[C3011T](#) (2013-11-06), Exchange Rate Fluctuation

### **Section III: Certifications**

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

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

### **4.1 Evaluation Procedures**

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.
- (c) The evaluation team will determine first if there are two or more bids with a valid PSIB certification. In that event, the evaluation process will be limited to the bids with the certification; otherwise, all bids will be evaluated. If some of the bids with a valid



certification are declared non-responsive, or are withdrawn, and less than two responsive bids with a valid certification remain, then all bids received will be evaluated.

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1. Mandatory Technical Criteria**

Refer to Appendix 1, Technical Evaluation.

#### **4.1.2 Financial Evaluation**

##### **4.1.2.1 Mandatory Financial Criteria**

The financial evaluation will be conducted by calculating the Total Evaluated Bid Price using Annex B, Basis of Payment.

*SACC Manual* Clause [A0220T](#) (2014-06-26), Evaluation of Price-Bid

#### **4.2 Basis of Selection**

##### **4.2.1 Mandatory Technical Criteria**

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

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

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

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

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

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

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

##### **5.1.1 Integrity Provisions**

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



- Declaration of Convicted Offences - Integrity Declaration Form (as applicable)
- Required Documentation (List of names for integrity verification form) in accordance with Appendix "5"

Please see the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaires-forms-eng.html) website for further details (http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaires-forms-eng.html).

### **5.1.2 Federal Contractors Program for Employment Equity - Bid Certification**

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) – Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#).

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

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

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

### **5.1.3 Additional Certifications Precedent to Contract Award**

#### **5.1.3.1 Independent Bid Determination**

The attached Certificate of Independent Bid Determination found at Appendix 2 has been developed by the federal Competition Bureau for use by the Contracting Authority when calling for bids, tenders or quotations. The intention of this documentation is to deter bid-rigging by requiring bidders to disclose, to the Contracting Authority, all material facts about any communications and arrangements which the bidder has entered into with competitors regarding the call for tenders.

#### **5.1.3.2 Former Public Servant**

Refer to Appendix 3.

#### **5.1.3.3 Status and Availability of Resources**

[A3005T](#) (2010-08-16) Status and Availability of Resources

#### **5.1.3.4 Education and Experience**



A3010T (2010-08-16) Education and Experience

**5.1.3.5 License Registration**

If the Bidder was not yet licensed as a psychologist in the Province of Alberta at the time of bid submission and therefore didn't submit a copy of its license registered with the Province of Alberta with its bid, prior to contract award, the Bidder must provide proof of registration as a licensed psychologist in the Province of Alberta. A digital copy is preferred.

**5.1.3.6 Certificate of Insurance**

Prior to contract award, the Bidder must forward to the Contracting Authority a copy (a digital copy is preferred) of their Certificate of Insurance evidencing their insurance coverage and confirming that the insurance policy complying with the requirements is in force.

**5.2 Certifications Required with the Bid**

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

**5.2.1 Conditional Set-aside for Indigenous Business**

This procurement is conditionally set aside under the federal government Procurement Strategy for Indigenous Business (PSIB). If the certification (refer to Annex F) is not provided by the Bidder, the bid will be evaluated as being from a non-Indigenous business. For more information on Indigenous business requirements of the Set-aside Program for Indigenous Business, see [Annex 9.4](#), Supply Manual.

**PART 6 – SECURITY REQUIREMENTS**

**6.1 Security Requirements**

1. Before award of a contract, the following conditions must be met:
  - (a) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
  - (b) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, Bidders should refer to the Contract Security Program of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website. Please note, the above website is specific to PWGSC requirements and processes may differ from RCMP requirements.



## PART 7 – RESULTING CONTRACT CLAUSES

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

### 7.1 Statement of Work

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

### 7.2 Standard Clauses and Conditions

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

Revision to Departmental Name: As this contract is issued by Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this contract, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

#### 7.2.1 General Conditions

[2035](#) (2022-12-01) General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

#### 7.2.2 Supplemental General Conditions

[4008](#) (2008-12-12) Personal Information, apply to and form part of the Contract.

### 7.3 Security Requirements

7.3.1 The following security requirements (SRCL and related clauses) apply and form part of the Contract.

The Contractor (if an individual) and all of the contractor's personnel/subcontractors who may work on site must hold a valid "Enhanced Reliability Status with Top Secret" Security Clearance issued by RCMP Departmental Security.

Only those individuals who have met the security clearance requirements will be allowed access to the site of the work.

### 7.4 Term of Contract

#### 7.4.1 Period of the Contract

The period of the Contract is from **[to be inserted at award of contract]** to **[to be inserted at award of contract]** inclusive.

#### 7.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 3 additional 1 year periods under the same conditions. The Contractor agrees



that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

## 7.5 Authorities

### 7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Sheena Simonson  
Title: Senior Contracting Officer, Royal Canadian Mounted Police  
Telephone: (306) 515-1653  
E-mail address: sheena.simonson@rcmp-grc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

### 7.5.2 Project Authority

The Project Authority for the Contract is:

***[to be inserted at award of contract]***

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

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### 7.5.3 Contractor's Representative

**Please fill in the below section:**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Telephone No. \_\_\_\_\_  
Facsimile No. \_\_\_\_\_



E-mail address: \_\_\_\_\_

## 7.6 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.

## 7.7 Payment

### 7.7.1 Basis of Payment

The Contractor will be paid firm hourly rates in accordance with Annex B, Basis of Payment, for work performed in accordance with the Contract. Customs duties are included and Applicable Taxes are extra.

#### Travel and Living Expenses

The Contractor will be reimbursed for the authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the meal and private vehicle allowances specified in Appendices B, C and D of the [National Joint Council Travel Directive](#), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". Canada will not pay the Contractor any incidental expense allowance for authorized travel.

All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.

### 7.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ ***[to be inserted at award of contract]***. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75% committed, or
  - b. four months before the contract expiry date, or
  - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### 7.7.3 Method of Payment

[H1008C](#) (2008-05-12) Monthly Payments





#### **7.7.4 T1204 - Direct Request by Customer Department**

A9117C (2007-11-30) T1204 - Direct Request by Customer Department

#### **7.7.5 Time Verification**

C0711C (2008-05-12) Time Verification

### **7.8 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.

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
- c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;

2. Invoices must be distributed as follows:

- a. One (1) copy must be forwarded by email to the Project Authority for certification and payment.

### **7.9 Certifications and Additional Information**

#### **7.9.1 Compliance**

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

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

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

*Insert the following if the requirement has been set aside under the Procurement Strategy for Indigenous Business*

#### **7.9.3 Indigenous Business Certification**

1. The Contractor warrants that its certification of compliance is accurate and complete and in accordance with the "Requirements for the Set-aside Program for Indigenous Business" detailed in Annex 9.4 of the *Supply Manual*.



2. The Contractor must keep proper records and documentation relating to the accuracy of the certification provided to Canada. The Contractor must obtain the written consent of the Contracting Authority before disposing of any such records or documentation before the expiration of six years after final payment under the Contract, or until settlement of all outstanding claims and disputes, under the Contract, whichever is later. All such records and documentation must at all times during the retention period be open to audit by the representatives of Canada, who may make copies and take extracts. The Contractor must provide all reasonably required facilities for any audits.
3. Nothing in this clause must be interpreted as limiting the rights and remedies which Canada may otherwise have pursuant to the Contract.

#### 7.10 Applicable Laws

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

#### 7.11 Priority of Documents

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

- a) the Articles of Agreement;
- b) the supplemental general conditions [4008](#) (2008-12-12) Personal Information;
- c) the general conditions [2035](#) (2022-12-01) General Conditions - Higher Complexity - Services;
- d) Annex A, Statement of Work;
- e) Annex B, Basis of Payment;
- f) Annex C, Security Requirements Check List;
- g) Annex D, Non-disclosure Agreement;
- h) Annex E, Federal Contractor's Program for Employment Equity – Certification;
- i) Annex F, Set-aside Program for Indigenous Business – Certification;
- j) the Contractor's bid dated **[to be inserted at award of contract]**.

#### 7.12 Procurement Ombudsman

##### 7.12.1 Dispute Resolution

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 [boa.opo@boa-opo.gc.ca](mailto:boa.opo@boa-opo.gc.ca), by telephone at 1-866-734-5169, or by web at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca). For more information on OPO's services, please see the [Procurement Ombudsman Regulations](#) or visit the [OPO website](#).

##### 7.12.2 Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by the complainant respecting administration of this



contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met.

To file a complaint, the Office of the Procurement Ombudsman may be contacted by e-mail at [boa.opo@boa-opo.gc.ca](mailto:boa.opo@boa-opo.gc.ca), by telephone at 1-866-734-5169, or by web at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca).

#### 7.13 Insurance Requirements

SACC Manual clause [G1005C](#) (2016-01-28) Insurance – No Specific Requirement

#### 7.14 Specific Person

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

**Enter on the blank below the name of the person who will be performing the Work as stated in the Contract:**

\_\_\_\_\_

#### 7.15 SACC Manual Clauses

[A9068C](#) (2010-01-11) Government Site Regulations



**ANNEX A – STATEMENT OF WORK**

**1. TITLE**

K Division Psychologist for psychological fitness assessment, consultation and related clinical psychology support services in the context of policing operations for the Royal Canadian Mounted Police employees

**2. ACRONYMS AND DEFINITIONS**

CISM	Critical Incident Stress Management
KDIV	K Division
HSO	Health Services Officer
RCMP	Royal Canadian Mounted Police

**3. OBJECTIVE**

The Royal Canadian Mounted Police (RCMP) requires the services of up to 2 psychologists working an estimated 20 hours per week each (or one psychologist working an estimated 40 per week) to provide specialized clinical psychological assessments to address fitness for duty, disability management and performance related issues for regular and civilian members; to conduct psychological debriefings within specialized sections/deployments; to conduct psychological screening assessments for applicants to the RCMP; and provide/oversee critical incident intervention for members; and to coordinate and deliver preventative health programs in collaboration with K Division Health Services team. The Contractor must be available to provide services forty hours per week Monday to Friday and on occasions where required by the RCMP, after hours or on weekends or statutory holidays.

Up to 2 contracts may be awarded (one contract per each psychologist). Each contract is for a period of two years from the date of contract with an irrevocable option to extend it for up to three additional one-year periods.

**4. BACKGROUND**

Psychologists play an important role in the Royal Canadian Mounted police (RCMP), delivering occupational health programs and services to Regular and Civilian Members in an effort to keep them safe and healthy.

The Division psychologist will provide psychological support, guidance and direction to the Regular and civilian members as well as evaluate their psychological fitness for duty and the potential for workplace hazards.

**5. QUALIFICATIONS**

The Contractor must possess a Master’s degree or doctoral degree (PhD) in psychology from a recognized Canadian university, or the equivalent as established by a recognized Canadian academic credentials assessment service, if obtained outside Canada (the Master’s degree must have a specialization in clinical/counselling psychology); be licensed as a psychologist in the Province of Alberta or registered within another province or territory with eligibility for license in the province of Alberta; be in good standing with the Provincial College / Association of Psychologists in the province of practice; be able to practice without any restrictions in the area of Clinical Psychology with adults; be an experienced practitioner with a minimum of 5 years (60 months) of cumulative full or part time experience who has worked with emergency services/first responders personnel.



## 6. TASKS AND DELIVERABLES

The Contractor must:

### General

- 6.1. Provide psychological services to the Occupational Health Office in Edmonton or Calgary.
- 6.2. Provide critical incident intervention. Travel may be required.
- 6.3. Provide ongoing professional consultation and advice (e.g. by telephone, MSTeams, e-mail), as requested by the RCMP or as initiated by the Contractor, to RCMP Management, Divisional Health Service Office (HSO), members, Peer to Peer Program, and the organization about mental health crises and the delivery of psychological services within the Division.
- 6.4. Provide ongoing consultation (e.g. by telephone, MSTeams, e-mail) on psychological matters to the organization, as requested by the RCMP or as initiated by the Contractor.
- 6.5. Provide expert testimony at Canadian Human Rights Commission or Internal Administrative Processes or Federal Court matters, as well as consultation with RCMP Legal Services and Commanding Officer, as requested by the RCMP.
- 6.6. Provide periodic presentations at meetings and/or training of the organization, as requested by the RCMP.
- 6.7. Complete all tasks and reports in accordance with the established RCMP occupational health policies, guidelines and procedures. Required policies, guidelines, and procedures will be made available to the Contractor after award of contract.
- 6.8. Store all records created and utilized while performing Work under the Contract on the RCMP issued computer only. Anything that is required to be retained and stored for an RCMP member's medical file must be printed off using an RCMP printer only, and placed on the RCMP member's medical file. The Contractor must not save any RCMP records created or accessed or utilized while performing Work under the Contract on any databases, including Outlook.
- 6.9. If the Contractor maintains a private practice in addition to the Contract with the RCMP, the Contractor must notify the RCMP of any potential or perceived conflict of interest between its private practice and its work under the Contract for the RCMP, and must not proceed unless RCMP approves for them to do so.

### Critical Incident Management

- 6.10. As directed by RCMP Health Services or Management, coordinate and/or conduct psychological debriefs and critical incident intervention for RCMP employees by attending various detachment/locations in Alberta when requested in order to conduct critical incident debriefings, or at times by MSTeams or phone call.
- 6.11. Provide consultation to RCMP employees on psychological matters relevant to the RCMP and northern remote policing.
- 6.12. Ensure quality of services offered including but not limited to: follow-up care, referral to psychological support services or other applicable health care providers where required.
- 6.13. Deliver psychological services in accordance with the Health Services Manual, Medavie Blue



Cross Policy and other applicable RCMP policies and guides. Required policies, guidelines, and procedures will be made available to the Contractor after award of contract.

- 6.14. Complete all tasks and reports in accordance with the established RCMP occupational health policies, guidelines and procedures. Required policies, guidelines, and procedures will be made available to the Contractor after award of contract.

### **Specialized Psychological Assessments**

- 6.15. When requested by the RCMP, conduct mandatory psychological reviews and debriefings with members being posted to specialized units (e.g. Communication Services (CS), Emergency Response Team (ERT), Internet Child Exploitation (I.C.E.), Collision Analysts, Underwater Recovery Team (URT), Forensic Science and Identification Services (FS & IS), Isolated Posts). These assessments are for the purpose of screening members in/out of the specialized unit and monitoring the mental health and fitness for specialized duty of members. Assessments are booked by the RCMP and RCMP provides administrative support.

**Deliverable:** Provide written psychological reports to the Health Services Officer in an RCMP prescribed format that integrate psychological test data, file reviews, clinical interview and provide an opinion regarding Fitness for Duty (general and specialized).

- 6.16. When requested by the RCMP, conduct mandatory psychological debriefings for traumatic incidents as outlined in Admin Manual Appendix II-19-5. This manual will be made available to the Contractor after award of contract.

### **Occupational Health**

- 6.17. When requested by RCMP, the Contractor will meet with Member or Civilian Member to perform a psychological assessment including diagnostic testing where applicable, to determine need for intervention and/or referral to appropriate resource(s).

**Deliverable:** Copy of the report and self-referral to the Health Services Officer for the Member or Civilian Member's file

- 6.18. As required, assess and determine steps to be taken when a member is a danger to him/herself or others, coordinating with Divisional HSO and other professionals on such matters in order to develop a psychological treatment plan as per regular acceptable psychological practices.

- 6.19. As required, participate in multi-disciplinary team consultations with the Divisional HSO, Nurse Practitioner, Disability Case Management Nurse, and external specialists to determine fitness for duty, return to work and long term disability planning for members with psychological conditions. Deliverables aren't required for these team consultations.

- 6.20. As required, review and comment on analysis and decisions made by other health professionals (e.g. Neuropsychologist).

## **7. SCHEDULE AND OPERATING HOURS**

The operating hours within which the site is able to accommodate psychologist services for the site are 8:00 am to 18:00 pm, Monday to Friday. The Contractor must meet with RCMP to collaborate and set a schedule within 3 days of award of Contract. The set schedule must be adhered to for the duration of the Contract, unless either the RCMP or the Contractor requests to meet again to



negotiate a change to the schedule. If the schedule change is accepted by the RCMP, the new schedule must be adhered to.

The Contractor may negotiate with RCMP to perform work under the contract part of the time offsite, according to what RCMP is able to accommodate and is willing to approve (including the location that the Contractor would be performing the work at). The Contractor must only perform work offsite at the approved location, and must perform all work under the contract on an RCMP issued computer only, and must seek RCMP approval before changing the location to perform the work. The RCMP may conduct an assessment of the request to work offsite in order to determine if they will approve the request to work off site, and the Contractor must provide the required information to complete the assessment.

There may be occasions when the RCMP requires that the Contractor provide services after hours (outside of the scheduled hours), on weekends, and on statutory holidays.

The anticipated level of effort is twenty hours per week, per contract, if two contracts are awarded, or 40 hours per week for one psychologist for one contract.

For Critical Incident Debriefs, the Contractor will typically be given 24 hours' notice by telephone or by email in advance of when work will be required to be performed, with an expected delivery of work completed within 72 hours of notice issued of the work being required. A longer deliverable may be permitted where required and approved by the RCMP. The Contractor must have an active email address and a working phone that they must keep charged and accessible throughout the duration of the contract, and that they must report to the Project Authority if the phone is lost/stolen/broken or if the number changes.

RCMP requests that the Contractor provide at least 48 hours of advance notice when the Contractor intends to take vacation.

**8. LANGUAGE OF WORK**

The language of all work and deliverables must be English.

**9. LOCATION OF WORK**

The work must be performed in office at either the Edmonton Health Services office or the Calgary Health Services office. The Contractor's normal location of work will be determined by the Contractor prior to award of the contract. The address of both locations are as follows:

Royal Canadian Mounted Police  
Health Services  
11140 109<sup>th</sup> Street  
Edmonton, AB  
T5G 2T4  
Canada

Royal Canadian Mounted Police  
Health Services  
7575 8<sup>th</sup> Street NE  
Calgary, AB  
T2E 8A2  
Canada

The Contractor's normal location of work is [insert here which of the above two locations you would work as your normal work location, and also indicate if you are willing to have either as your normal work location]: \_\_\_\_\_.

**10. TRAVEL**

The Psychologist may occasionally be requested to travel beyond the location of work listed in section 9 for work and/or RCMP related training. Normally, two psychologists provide occupational health



services to the Royal Canadian Mounted Police in "K" Division. If one psychologist is in Edmonton and one is in Calgary, psychologists will be required to travel less between the two locations. In this case, travel would be required to cover for each other for any leave of absence. If the psychologists' normal locations of work are both in the same location, then travel will be required by each psychologist every other week (alternating weeks) to the other location for 2-3 days at a time, as needed by KDIV, and additional travel may be required by each psychologist to cover the other's leave of absence.

For travel beyond to and from the normal work location the following apply. Varying means of travel may be required including plane, car, and helicopter. RCMP will assist with transport by police plane and/or police vehicle, when available. Where travel bookings are not provided by the RCMP, the Contractor must arrange all aspects of travel, including booking and initial payment. The National Joint Council Directive will apply for any travel, accommodation and living expenses. Overnight stays may also be required due to limited flight schedules, etc.

## 11. MEETINGS

The Contractor must maintain communication with the Manager of Health Services, Health Services Professional Staff, and attend meetings as necessary, at the request of RCMP.

## 12. GOVERNMENT SUPPLIED MATERIAL (GSM)

Any office supplies necessary to perform work under the contract.

## 13. CONTRACTOR SUPPLIED EQUIPMENT AND MATERIAL

Cell phone, which must be in good working condition with the battery charged throughout the Contract.

## 14. GOVERNMENT FURNISHED EQUIPMENT (GFE)

RCMP will provide the following office equipment at location listed in Section 9 for the purposes of conducting work under this contract.

Monitor, mouse, keyboard, office phone.

Computer:

**GFE 1:** RCMP owned computer

Quantity: 1

Part number: [to be inserted at contract award]

Serial number: [to be inserted at contract award]

Inventory number: [to be inserted at contract award]

## 15. RCMP SUPPORT

The RCMP will provide the Contractor the following to perform the Work under the Contract:

- Office space at the location listed in section 9.
- All necessary medical files.
- A summary of the critical incident to the Contractor prior to the critical incident debriefing.
- RCMP will assist with transport for the Contractor by police plane combined with police vehicle





where required, when available. RCMP will notify the Contractor when RCMP will be able to assist with travel; otherwise the expectation is that the Contractor would arrange their own travel.

- Private space within the detachment/RCMP facility will be provided for the Contractor during the visit to perform CISM services.
- RCMP Health Directives, as well as policies, guidelines, and procedures if or as required in relation to and for the support of the Contractor's performance of duties in this contract.
- Specialized psychological assessments: format for written psychological reports
- Occupational health clinical psychological assessments and diagnostic consultations: format for psychological reports



## ANNEX B – BASIS OF PAYMENT

### Instructions

- The Bidder may complete Table A or Table B or both.
- It is requested that the Bidder inserts pricing for Item Numbers 1 to 4 inclusive in both Column C and E in the table or tables below that the Bidder completes, but at minimum pricing must be inserted in either Column C or E. If Column C and E are both blank for any line item, the table will be deemed non-responsive and will not be given further consideration.
- As Table A and Table B will be evaluated separately, a bidder who wishes to bid for estimated 40 hour per week and also wishes to bid for estimated 20 hours per week (e.g. in the event that they aren't the lowest responsive bidder for Table A (estimated 40 hours per week) so they would wish to be considered for Table B (estimated 20 hours per week)) must submit pricing for each of Table A and Table B.
- Bidders must provide pricing in the format requested per the tables below.

### Pricing

- All prices in the table below are in Canadian dollars (CAD), and the Contractor will be paid in CAD.
- The prices in the table below include all costs of providing the services in accordance with Annex A, Statement of Work.
- GST/HST is excluded from the prices below. GST/HST, if applicable, is to be shown as a separate line item on invoices for the Contract.
- Firm hourly rates listed in the table below must remain firm for the duration of the Contract.
- The prices listed in the table below are for the person identified in section 7.14 of the Contract.

### Invoicing

- The Contractor must submit an invoice at the end of each month for all work completed in the month.

### Financial evaluation

- Estimated work hours (Column D) will not form part of the contract.
- Separate financial evaluations will be conducted for Table A and Table B. All bids that provided pricing for Table A will be evaluated for Table A. All bids that provided pricing for Table B will be evaluated for Table B. Bids that provided pricing for both Table A and Table B will be evaluated separately for Table A and Table B. The responsive bid with the lowest evaluated price for Table A will be recommended for award of a contract. The responsive bid with the lowest evaluated price for Table B will be recommended for award of a contract. Should RCMP decide to award more than one contract for Table B, the responsive bid with the next lowest evaluated price for Table B will be recommended for award of a contract. If the same bidder is the lowest responsive bidder for both Table A and Table B, RCMP may award a contract to the bidder for either Table A (estimated 40 hours per week) or Table B (estimated 20 hours per week) but not both.
- Up to 2 contracts may be awarded. Up to 2 contracts of 20 hours per week may be awarded, or one contract of estimated 40 hours per week may be awarded. The number of contracts will be awarded at RCMP's discretion according to operational requirements.

Table A (estimated 40 hours per week) Total Evaluated Bid Price will be calculated as follows:

- For each of line items 1 through 4:  $(C) \times (D) = (E)$  for that line item



- The sum of Column E for line items 1 through 4 inclusive is the Total Evaluated Bid Price

Table B (estimated 20 hours per week) Total Evaluated Bid Price will be calculated as follows:

- For each of line items 1 through 4: (C) x (D) = (E) for that line item
- The sum of Column E for line items 1 through 4 inclusive is the Total Evaluated Bid Price

**Table A (estimated 40 hours per week):**

Line Item (A)	Description (B)	Firm Hourly Rate (CAD) (C)	Estimated work hours (D)	Extended Price (CAD) (E) = (C) x (D)
1	Initial Contract Period (2 years) [Dates to be inserted at award of contract]	\$ _____	4160	\$ _____
2	Option Year #1 [Dates to be inserted at award of contract]	\$ _____	2080	\$ _____
3	Option Year #2 [Dates to be inserted at award of contract]	\$ _____	2080	\$ _____
4	Option Year #3 [Dates to be inserted at award of contract]	\$ _____	2080	\$ _____
<b>Total Evaluated Bid Price</b>				\$ _____

**Table B (estimated 20 hours per week):**

Line Item (A)	Description (B)	Firm Hourly Rate (CAD) (C)	Estimated work hours (D)	Extended Price (CAD) (E) = (C) x (D)
1	Initial Contract Period (2 years) [Dates to be inserted at award of contract]	\$ _____	2080	\$ _____
2	Option Year #1 [Dates to be inserted at award of contract]	\$ _____	1040	\$ _____
3	Option Year #2 [Dates to be inserted at award of contract]	\$ _____	1040	\$ _____
4	Option Year #3 [Dates to be inserted at award of contract]	\$ _____	1040	\$ _____
<b>Total Evaluated Bid Price</b>				\$ _____

Estimated total travel expenditure per year: up to \$20,000.



**ANNEX C – SECURITY REQUIREMENTS CHECK LIST (SRCL)**



Government of Canada /  
Gouvernement du Canada

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

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization Ministère ou organisme gouvernemental d'origine RCMP		2. Branch or Directorate / Direction générale ou Direction Health Services "K" Division
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 Contract for 4 part time Psychologists within "K" Division. All work to be performed at the Health Services Office or remotely on RCMP computers.		
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 type="checkbox"/> No / Non <input checked="" 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 commerciales 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"/>
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 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"/>

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

**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?  
If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité :

No  Yes  
Non Oui

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 type="checkbox"/> RELIABILITY STATUS<br>COTE DE FIABILITE     | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRET           | <input checked="" 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: RCMP Enhanced Reliability Status (ERS) with TOP SECRET  
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?

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

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

**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 Secret	COSMIC Top Secret COSMIC Très Secret	Protected Protégé			Confidential Confidentiel	Secret	Top Secret Très Secret
											A	B	C			
Information / Assets Renseignements / Biens	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Production	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Media Support TI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Link Lien électronique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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 PROTÉGÉ 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.

12. b) Will the document 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 indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

Security Classification / Classification de sécurité UNCLASSIFIED
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**ANNEX D – NON-DISCLOSURE AGREEMENT**

**Note: this Annex must be completed prior to award of contract and is not required to be submitted with the bid**

I, \_\_\_\_\_, recognize that in the course of my work as an employee or subcontractor of \_\_\_\_\_, I may be given access to information by or on behalf of Canada in connection with the Work, pursuant to Contract Serial No. \_\_\_\_\_ between His Majesty the King in right of Canada, represented by the Minister of Public Works and Government Services and \_\_\_\_\_, including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Contractor as part of the Work. For the purposes of this agreement, information includes but not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Contract.

I agree that I will not reproduce, copy, use, divulge, release or disclose, in whole or in part, in whatever way or form any information described above to any person other than a person employed by Canada on a need to know basis. I undertake to safeguard the same and take all necessary and appropriate measures, including those set out in any written or oral instructions issued by Canada, to prevent the disclosure of or access to such information in contravention of this agreement.

I also acknowledge that any information provided to the Contractor by or on behalf of Canada must be used solely for the purpose of the Contract and must remain the property of Canada or a third party, as the case may be.

I agree that the obligation of this agreement will survive the completion of the Contract Serial No.: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## ANNEX E – FEDERAL CONTRACTOR'S PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\) – Labour's](#) website.

Date: \_\_\_\_\_ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

### A. Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
- A2. The Bidder certifies being a public sector employer.
- A3. The Bidder certifies being a federally regulated employer being subject to the Employment Equity Act.
- A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.
- A5. The Bidder has a combined workforce in Canada of 100 or more employees; and
  - A5.1. The Bidder certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with ESDC-Labour.

OR

- A5.2. The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

### B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

OR





- ( ) B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)



## ANNEX F – SET-ASIDE PROGRAM FOR INDIGENOUS BUSINESS – CERTIFICATION

### Set-aside for Indigenous Business

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

### Owner/ Employee Certification – Set-aside for Indigenous Business

If requested by the Contracting Authority, the Bidder must provide the following certification for each owner who is Indigenous:

1. I am an owner of \_\_\_\_\_ (*insert name of business*), and an Indigenous person, as defined in [Annex 9.4](#) of the *Supply Manual* entitled "Requirements for the Set-aside Program for Indigenous Business".
2. I certify that the above statement is true and consent to its verification upon request by Indigenous Services Canada.

\_\_\_\_\_  
Printed name of owner

\_\_\_\_\_  
Signature of owner

\_\_\_\_\_  
Date



**APPENDIX 1 – TECHNICAL EVALUATION**

The Bidder must provide sufficient proof (supporting documentation) to demonstrate how the Bidder's Specific Person (the person who will perform the Work as stated in the Contract) as identified in section 7.14 of the Contract meets each of the mandatory specifications in the table below. Proof (supporting documentation) should be provided with submission of bid or must be provided prior to contract award. If proof is not provided with submission of bid, the Contracting Authority will inform the Bidder and the Bidder will have three (3) business days from date of request to provide proof. Failure to provide the documentation within the time frame specified will render the bid non-responsive.

Examples of supporting documentation that can be submitted to demonstrate compliance with the mandatory specification are listed in Column C in the table below. It is the Bidder's responsibility to ensure that the submitted supporting documentation is clearly legible and provides sufficient detail to prove that the Bidder meets the mandatory specifications. **Links to web pages or external drives where documents are stored are not accepted as supporting documentation.**

In Column D, it is requested that bidders cross reference to the to the specific pages/sections in their proposal that demonstrate how the specification is met. It is requested that the proposal or supporting documentation be numbered or labeled in such a way that it is easy to cross reference. The Bidder may also notate the specification number from Column A directly in the supporting documentation, for ease of reference.

If the supporting documentation fails to demonstrate, for any of the mandatory criteria, that the Bidder meets the mandatory criteria, the bid will be rendered non-responsive and it will not be given further consideration.

Specification number (A)	Mandatory Specification (B)	Examples of supporting documentation that can be submitted to demonstrate compliance with the mandatory specification (C)	It is requested that Bidders provide, in this column, cross reference to the specific pages/sections in their proposal that demonstrate how the specification is met (D)
M1	<p>The Bidder must demonstrate, by providing a legible copy, that the proposed resource has a Master's degree or doctoral degree (PhD) in psychology from a recognized Canadian university, or the equivalent as established by a recognized Canadian academic credentials assessment service, if obtained outside Canada. The Master's degree must have a specialization in clinical/counselling psychology.</p> <p>The website to search for recognized Canadian universities is: <a href="#">Search the</a></p>	<p>Copy of university degree          For Master's degree:          Document that details the specialization in clinical/counselling psychology</p>	



	<p><a href="http://www.cicic.ca">Directory of Educational Institutions in Canada (cicic.ca)</a></p> <p>The website to validate that the international institution is recognized as a Canadian equivalent is: <a href="http://www.cicic.ca">Canadian Information Centre for International Credentials</a></p>		
M2	<p>Licensed as a psychologist in the Province of Alberta or registered within another province or territory with eligibility for license in the province of Alberta</p>	<p>Copy of license, and if registered outside of Alberta, written statement/proof from the Psychological Association of Alberta indicating eligibility for license in the province of Alberta</p>	
M3	<p>Is in good standing with the Provincial College / Association of Psychologists in the province of practice, and is able to practice without any restrictions in the area of Clinical Psychology with adults</p>	<p>Appendix 4 Licensing Certification</p> <p>Note: The RCMP reserves the right to contact the College of Psychologists for the purpose of verifying the Psychologist is able to practice without any restrictions in the area of Clinical Psychology with adults</p>	
M4	<p>Experienced practitioner with a minimum of 5 years (60 months) of cumulative full or part time experience who has worked with emergency services/first responders personnel          Examples include but aren't limited to:</p> <ul style="list-style-type: none"> <li>• Police</li> <li>• Fire</li> <li>• Paramedics</li> <li>• Correction Services of Canada</li> <li>• Telecom operators</li> <li>• Military</li> </ul>	<p>Resume detailing when and where experienced is obtained</p> <p>The resume or other supporting documentation must specifically demonstrate how the Bidder has worked with emergency services/first responders personnel.</p>	



## APPENDIX 2 – CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid or tender (hereinafter "bid") to:

Royal Canadian Mounted Police  
(Corporate Name of Recipient of this Submission)

for: Psychologist M5000-24-1333/B  
(Name and Number of Bid and Project)

in response to the call or request (hereinafter "call") for bids made by:

Sheena Simonson  
(Name of Tendering Authority)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: \_\_\_\_\_ that:  
(Corporate Name of Bidder or Tenderer [hereinafter "Bidder"])

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the Bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the Bidder;
4. each person whose signature appears on the accompanying bid has been authorized by the Bidder to determine the terms of, and to sign, the bid, on behalf of the Bidder;
5. for the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the Bidder, whether or not affiliated with the Bidder, who:
  - (a) has been requested to submit a bid in response to this call for bids;
  - (b) could potentially submit a bid in response to this call for bids, based on their qualifications, abilities or experience;
6. **the Bidder discloses that (check one of the following, as applicable):**
  - (a) the Bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with, any competitor;
  - (b) the Bidder has entered into consultations, communications, agreements or arrangements with one or more competitors regarding this call for bids, and the Bidder discloses, in the attached document(s), complete details thereof, including the names of the competitors and the nature of, and reasons for, such consultations, communications, agreements or arrangements;
7. in particular, without limiting the generality of paragraphs (6)(a) or (6)(b) above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) methods, factors or formulas used to calculate prices;



- 
- (c) the intention or decision to submit, or not to submit, a bid; or
  - (d) the submission of a bid which does not meet the specifications of the call for bids; except as specifically disclosed pursuant to paragraph (6)(b) above;
8. in addition, there has been no consultation, communication, agreement or arrangement with any competitor regarding the quality, quantity, specifications or delivery particulars of the products or services to which this call for bids relates, except as specifically authorized by the Tendering Authority or as specifically disclosed pursuant to paragraph (6)(b) above;
9. the terms of the accompanying bid have not been, and will not be, knowingly disclosed by the Bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening, or of the awarding of the contract, whichever comes first, unless otherwise required by law or as specifically disclosed pursuant to paragraph (6)(b) above.

---

(Printed Name and Signature of Authorized Agent of Bidder)

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(Position Title)

---

(Date)



### APPENDIX 3 – FORMER PUBLIC SERVANT CERTIFICATION

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

#### Definitions

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

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

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

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

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

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

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

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

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

#### Work Force Adjustment Directive

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



If so, the Bidder must provide the following information:

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





#### APPENDIX 4 – LICENSING CERTIFICATION

##### Competency to Practice

The proposed psychologist must declare any past complaints upheld by the licensing body, any pending complaints, and any restrictions imposed by the licensing body, affecting the proposed psychologist's ability to provide psychological services, as follows.

**The proposed psychologist must check off box i. or box ii. below and provide details of complaints and/or restrictions if applicable:**

i. There are no past complaints upheld by the licensing body, pending complaints, or restrictions imposed by the licensing body against the proposed psychologist in any area of professional conduct, and that their licence to practice psychology has no restrictions;

OR

ii. There are past complaints upheld by the licensing body, pending complaints, and/or restrictions imposed by the licensing body against the proposed psychologist. Details of the complaints (upheld and current) and/or restrictions are provided below in detail:

RCMP will review the Competency to Practice certification including any declared issues that may call into question the proposed psychologist's competency, and/or restrictions imposed by the licensing body against the proposed psychologist. RCMP may, at its sole discretion, declare a bid non-responsive according to the nature of the issues and/or restrictions described in this certification.



**APPENDIX 5 – LIST OF NAMES FOR INTEGRITY VERIFICATION FORM**

**Requirements**

Section 17 of the [Ineligibility and Suspension Policy](#) (the Policy) requires suppliers, regardless of their status under the Policy, to submit a list of names with their bid or offer. The required list differs depending on the bidder or offeror’s organizational structure:

- Suppliers including those bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all current directors.
- Privately owned corporations must provide a list of the owners’ names.
- Suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all owners.
- Suppliers that are a partnership do not need to provide a list of names.

Suppliers may use this form to provide the required list of names with their bid or offer submission. Failure to submit this information with a bid or offer, where required, will render a bid or offer non-responsive, or the supplier otherwise disqualified for award of a contract or real property agreement. Please refer to [Information Bulletin: Required information to submit a bid or offer](#) for additional details.

**Supplier information**

<b>Supplier’s legal name:</b>
<b>Organizational structure:</b>  <input type="checkbox"/> Corporate entity <input type="checkbox"/> Privately owned corporation <input type="checkbox"/> Sole proprietor
<b>Supplier’s address:</b>
<b>Supplier’s procurement business number (optional):</b>
<b>Solicitation or transaction number:</b> <i>M5000-24-1333/B</i>



Date of bid, offer submission or closing date of Invitation to Offer (yyyy-mm-dd):

List of names

Table with 2 columns: Name, Title

Declaration

I, (name)\_\_\_\_\_, (position)\_\_\_\_\_, of (supplier's name)\_\_\_\_\_ declare that the information provided in this Form is, to the best of my knowledge and belief, true, accurate and complete. I am aware that failing to provide the list of names will render a bid or offer non-responsive, or I will be otherwise disqualified for award of a contract or real property agreement. I am aware that during the bid or offer evaluation stage, I must, within 10 working days, inform the contracting authority in writing of any changes affecting the list of names submitted. I am also aware that after contract award I must inform the Registrar of Ineligibility and Suspension within 10 working days of any changes to the list of names submitted.

Empty rectangular box for signature

Signature



## APPENDIX 6 – Bid Submission Checklist

**Bids must be submitted only to RCMP Bid Receiving Unit by the date and time and at the Bid Receiving Unit e-mail address indicated on page 1 of the bid solicitation.**

**Ensure the following pages are completed in full and attached to the bid submission:**

- Front Page of Request for Proposal (RFP) document - signed and dated
- 7.5.3 Contractor's Representative
- 7.14 Specific Person
- Annex "B" - Basis of Payment
- Annex "F" - Set-aside Program for Indigenous Business - Certification (if applicable)
- Appendix 1 – Technical Evaluation

The following documents can be submitted with the bid; or submitted after, upon request from the Contracting Authority:

- Front Page of Amendment RFP document(s) (if applicable) - signed and dated.
- Annex "D" – Non-disclosure Agreement
- Annex "E" – Federal Contractor's Program for Employment Equity – Certification.
- Appendix 2 – Certificate of Independent Bid Determination
- Appendix 3 – Former Public Servant Certification
- Appendix 4 – Licensing Certification
- Appendix 5 – List of Names for Integrity Verification Form

**Note: Ensure all the costs of doing business are included in the bid price.**