



Return Bids to - Retourner les soumissions à :

Indigenous Services Canada (ISC) / Services aux Autochtones Canada (SAC)

Email address / adresse courriel:

soumissionbid@sac-isc.gc.ca

Request for Proposal (RFP)

Proposal to Indigenous Services Canada (ISC)

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

Demande de proposition (DDP)

Proposition aux Services aux Autochtones Canada (SAC)

Nous offrons par la présente de vendre à Sa Majesté le roi chef du Canada, représenté par le Ministre des Services aux Autochtones Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexées, au(x) prix indiqué(s).

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Subject - Sujet Professional Oversight Alberta Dental Program	
Solicitation / Client Reference No. - N° de l'invitation / N° référence du client 1000251793	
Date (YYYY/MM/DD) - Date (AAAA/MM/JJ) 2024-01-26	
GETS Reference No. - N° de reference de SEAG	
Solicitation Closes - L'invitation prend fin at - à : 9 :30am on - le : February 20, 2024	Time Zone - Fuseau horaire EST
Address inquiries to - Adresser toutes questions à: Miriam.britel@sac-isc.gc.ca	Buyer ID - ID de l'acheteur DK4
Telephone No. - N° de téléphone N/A	Facsimile No. - N° de télécopieur N/A - S.O.
Destination of Goods, Services, and Construction - Destination des biens, services et construction See herein - Voir dans la présente	Delivery Required - Livraison exigée See herein - Voir dans la présente
Security Requirements - Exigences relatives à la sécurité No - Non	

Vendor/Firm Information / Information du fournisseur / de l'entrepreneur

(Include signed copy with bid - Prière d'inclure une copie dûment signé avec la proposition)

Vendor/Firm Name - Raison social et adresse du fournisseur / de l'entrepreneur:	Name and title of person authorized to sign on behalf of Vendor/Firm - Nom et titre de la personne autorisée à signer au nom du fournisseur / de l'entrepreneur
Address - Adresse:	Name - Nom:
Telephone No. - N° de téléphone:	Title - Titre:
Facsimile No. - N° de télécopieur:	<p>► _____</p> <p>Signature Date (YYYY/MM/DD) - Date (AAAA/MM/JJ)</p>



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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

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

1.2 Summary

The Children's Oral Health Initiative (COHI) is an early intervention service that targets First Nations children from zero to twelve years old with the goal to reduce prevalence of early childhood caries disease. Such service includes oral screenings, and application of fluoride varnish, pit and fissure sealants and silver diamine fluoride.

The COHI team currently has eleven (11) Community Dental Health Practitioners (CDHPs) employed by Indigenous Services Canada (ISC) that provides preventative dental services to 50 First Nations communities across Alberta. The program delivery often occurs in primary school settings, as well as daycares, preschools and health centers.

ISC is seeking the provision of the clinical and professional oversight to allow ISC to conduct the COHI program and ensure that quality dental care is being provided for First Nation clients and partners, as well as gathering and analyzing oral health data.

This process will result in the award of one (1) Task Authorization Contract for one (1) initial period from contract award until March 31, 2025, plus four (4) option periods of one (1) year under the same conditions.

This bid solicitation is to establish a contract with task authorizations for the delivery of the requirement detailed in the bid solicitation to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside the resulting contract.

1.3 Debriefings

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



PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The [2003](#) (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 Indigenous Services Canada (ISC) by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by any other means to ISC will not be accepted.

2.2.1 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least five (5) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to 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.

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than three (3) days 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.

2.5 Applicable Laws

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

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.

2.6 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
 - Office of the Procurement Ombudsman (OPO)
 - Canadian International Trade Tribunal (CITT)
- (c) The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an impartial, independent venue for Canadian bidders to raise complaints regarding the administration of certain federal contracts, regardless of dollar value. If you have concerns regarding the administration of a federal contract, you may contact OPO by e-mail at boa.opo@boa-opo.gc.ca, by telephone at 1-866-734-5169, or by web at www.opo-boa.gc.ca.
- (d) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.



PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that the Bidder submits its bid electronically in accordance with section 8 of the 2003 standard instructions and as amended in Part 2 - Bidder Instructions, Article 2.1 Standard Instructions, Clauses and Conditions. Bidders are required to provide their bid in a single transmission. The total size of the email, including all attachments, must not exceed 10 megabytes (MB). It is solely the Bidder's responsibility to ensure that the total size of the email does not exceed this limit.

The bid must be gathered per section and separated as follows:

Section I: Technical Bid
Section II: Financial Bid
Section III: Certifications

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

Section I: Technical Bid

In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability 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 Canadian funds and in accordance with the pricing schedule detailed in Attachment 1 to Part 3. The total amount of applicable taxes must be shown separately.

3.1.2 Bidders must submit their rates FOB destination; Canadian customs duties and excise taxes included, as applicable; and GST or HST excluded.

3.1.3 When preparing their financial bid, bidders should also review the basis of payment in Annex B and clause 4.1.2, Financial Evaluation, of Part 4.

3.1.4 Bidders should include the following information in their financial bid:

1. Their legal name;
2. Their Procurement Business Number (PBN); and
3. The name of the contact person (including this person's phone and facsimile numbers and email address) authorized by the Bidder to enter into communications with Canada with regards to:
 - a. their bid; and
 - b. any contract that may result from their bid.

3.1.5 Electronic Payment of Invoices – Bid

Bidders will accept Direct Deposit (Domestic and International) for payment of invoices.

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

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

3.1.6 Exchange Rate Fluctuation



C3011T (2013-11-06), Exchange Rate Fluctuation

3.1.4 SACC Manual Clauses

Section III: Certifications

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



**ATTACHMENT 1 to PART 3
PRICING SCHEDULE**

The Bidder must complete this pricing schedule and include it in its financial bid once completed. As a minimum, the Bidder must respond to this pricing schedule by including in its financial bid for each of the periods specified below its quoted all-inclusive per diem rate (in Cdn \$) for the professional services mentioned in the Statement of Work in Annex A. The all-inclusive per diem rate should not include GST/HST.

Article 4.1.2 of Part 4, Evaluation Procedures, contains additional instructions that bidders should consider when preparing their financial bid.

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

The prices and rates included in this pricing schedule exclude the total estimated cost of the authorized travel and living expenses described in clause 6.7 – Payment of Part 6 of Part 7 of the bid solicitation.

Period	All-inclusive fixed Per-Diem Rate	Volumetric Data (estimated)	Total
	A	B	C = A x B
Initial Period 1 - 01 April 2024 to 31 March 2025			
Dental Consultant & Professional		30 days	
Total Period 1:			
Optional Period 1 - 01 April 2025 to 31 March 2026			
Dental Consultant & Professional		30 days	
Total Optional Period 1:			
Optional Period 2 - 01 April 2026 to 31 March 2027			
Dental Consultant & Professional		30 days	
Total Optional Period 2:			
Optional Period 3 - 01 April 2027 to 31 March 2028			
Dental Consultant & Professional		30 days	
Total Optional Period 3:			
Optional Period 4 - 01 April 2028 to 31 March 2028			
Dental Consultant & Professional		30 days	
Total Optional Period 4:			
Evaluated Price (Applicable Taxes excluded):		\$ _____	
(CAN) (i.e., sum of: Total Period 1 + Total Optional Period 1 to 4)			
Applicable Taxes			GST:
Insert the amount, as applicable:			HST:
			PST:



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.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

#	MANDATORY TECHNICAL (MT) CRITERION	BID PREPARATION INSTRUCTIONS
Resource Mandatory Criteria		
MT1	The Bidder must demonstrate that the proposed resource is a licenced dentist in the province of Alberta.	To meet criterion MT1, the Bidder must attach a copy of the license with the bid.
MT2	The Bidder must demonstrate that the proposed resource has a Master's degree in Public Health.	To meet criterion MT2, the Bidder must provide a copy of the diploma from a recognized Canadian University institution.
MT3	<p>The Bidder must demonstrate that the proposed resource has three (3) years of experience within the last five (5) years in providing clinical support and direction including:</p> <ul style="list-style-type: none"> 1) Interpretation of guidelines and policies relating to infection prevention and control 2) Development of evidence-based processes, policies, strategies, initiatives and/or projects relating to oral health. 3) Assessments and reporting with regards to effectiveness of oral health program services. 	<p>To meet criterion MT3, the Bidder must provide at least the following information for the clients for which the experience meets the requirements of evaluation criterions MT3:</p> <ul style="list-style-type: none"> 1) Short description of the services provided to the client; 2) The period of time over which the service was provided in a format including month and year information, e.g. from (month/year) to (month/year) for each client; 3) The name of the client for whom the services work was done as well as the name and current e-mail address or telephone number of the client representative who would be able to confirm the information provided by the Bidder.
MT4	<p>The Bidder must demonstrate that the proposed resource has five (3) years of experience within the last five (5) years in providing advice and consultation services on the following subjects:</p> <ul style="list-style-type: none"> - Oral Health Programs; and - Quality Assurance with regards to Infection Prevention Control (IPC) and current oral health guidelines. 	<p>To meet criterion MT4, the Bidder must provide at least the following information for the clients for which the experience meets the requirements of evaluation criterions MT4:</p> <ul style="list-style-type: none"> 1) Short description of the services provided to the client; 2) The period of time over which the service was provided in a format including month and year information, e.g. from (month/year) to (month/year)



		<p>for each client;</p> <p>3) The name of the client for whom the services work was done as well as the name and current e-mail address or telephone number of the client representative who would be able to confirm the information provided by the Bidder.</p>
MT5	<p>The Bidder must demonstrate that the resource has one (1) year of experience within the last three (3) years in developing and delivering training (in-person or virtual presentations).</p>	<p>To meet criterion MT5, the Bidder must provide at least the following information for the clients for which the experience meets the requirements of evaluation criterions MT5:</p> <p>1) Short description of the services provided to the client;</p> <p>2) The period of time over which the service was provided in a format including month and year information, e.g. from (month/year) to (month/year) for each client;</p> <p>3) The name of the client for whom the services work was done as well as the name and current e-mail address or telephone number of the client representative who would be able to confirm the information provided by the Bidder.</p>
MT6	<p>The Bidder must demonstrate that the resource has one (1) year of experience within the last three (3) years in working with pediatric clients in a dental setting.</p>	<p>To meet criterion MT6, the Bidder must provide at least the following information for the clients for which the experience meets the requirements of evaluation criterions MT6:</p> <p>1) Short description of the services provided to the client;</p> <p>2) The period of time over which the service was provided in a format including month and year information, e.g. from (month/year) to (month/year) for each client;</p> <p>3) The name of the client for whom the services work was done as well as the name and current e-mail address or telephone number of the client</p>



		representative who would be able to confirm the information provided by the Bidder.
MT7	The Bidder must demonstrate that the resource has one (1) year of experience within the last three (3) years in assessing and reporting with regards to effectiveness of oral health program services.	<p>To meet criterion MT7, the Bidder must provide at least the following information for the clients for which the experience meets the requirements of evaluation criterions MT7:</p> <ol style="list-style-type: none"> 1) Short description of the services provided to the client; 2) The period of time over which the service was provided in a format including month and year information, e.g. from (month/year) to (month/year) for each client; 3) The name of the client for whom the services work was done as well as the name and current e-mail address or telephone number of the client representative who would be able to confirm the information provided by the Bidder.
Corporate Mandatory Criterion		
MT8	The Bidder must demonstrate having one (1) year of experience within the last three (3) years in working with Indigenous peoples and/or communities.	<p>To meet criterion MT8, the Bidder must provide at least the following information for the clients for which the experience meets the requirements of evaluation criterions MT8:</p> <ol style="list-style-type: none"> 1) Short description of the services provided to the client; 2) The period of time over which the service was provided in a format including month and year information, e.g. from (month/year) to (month/year) for each client; 3) The name of the client for whom the services work was done as well as the name and current e-mail address or telephone number of the client representative who would be able to confirm the information provided by the Bidder.

Note: Canada reserves the right to contact the named client references for the purpose of verifying the accuracy and veracity of the information provided in the Bidder's Bid. Should Canada choose to contact the references and should one (1) or more provide a negative reference regarding the accuracy or veracity of the Bidder's information, the Bid will be deemed non-responsive and given no further



consideration. If the Project Authority is unable to reach out to the reference provided in the Bidder's bid, the Project Authority may request another reference from the Bidder. The Bidder has 48 hours to provide another reference if requested. If the new references has not been provided 48 hours after the request, the Bid will be deemed non-responsive and given no further consideration.

4.1.1.2 Point Rated Technical Criteria

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the tables inserted below. Bids will be evaluated and scored as specified in the tables inserted below. Bids which fail to obtain the required minimum number of points specified will be declared non-responsive. Each point rated technical criterion should be addressed separately.

Point Rated Technical Criteria (R)	Required Minimum Number of Points	Maximum Available Points
R1.1		5
R2.1		10
R2.2		10
R2.3		10
Overall Score	21	35

	Point Rated Technical Requirements:	Weighting (Points)	Bid Preparation Instructions
R1 Corporate Point Rated Criteria			
R1.1	The Bidder should demonstrate having more than one (1) year of experience in working with Indigenous peoples and/or communities.	Points will be awarded as follows for demonstrated experience that meets the requirements of criterion R1.1: 0 to 12 months of demonstrated experience = 0 points 13-24 months of demonstrated experience = 1 points 25-36 months of demonstrated experience = 2 points 37-48 months of demonstrated experience = 3 points 49-50 months of demonstrated experience = 4 points Over 50 months of demonstrated experience = 5 points	To meet criterion R1.1, the Bidder must provide at least the following information for each client reference for which the experience meets the requirements of evaluation criterions R1.1: 1) Short description of the services provided to the client; 2) The period of time over which the service was provided in a format including month and year information, e.g. from (month/year) to (month/year) for each month; 3) The name of the client for whom the services work was done as well as the name and current e-mail address or telephone number of the client representative who would be



		Maximum Points: 5	able to confirm the information provided by the Bidder.
R2 Resource Point Rated Criteria			
R2.1	The Bidder should demonstrate that the resource has more than one (1) year of experience in developing and delivering training (in-person or virtual presentations).	<p>Points will be awarded as follows for demonstrated experience that meets the requirements of criterion R1.1:</p> <p>0 to 12 months of demonstrated experience = 0 points</p> <p>13-24 months of demonstrated experience = 2 points</p> <p>25-36 months of demonstrated experience = 4 points</p> <p>37-48 months of demonstrated experience = 6 points</p> <p>49-50 months of demonstrated experience = 8 points</p> <p>Over 50 months of demonstrated experience = 10 points</p> <p style="text-align: center;">Maximum Points: 10</p>	<p>To meet criterion R2.1, the Bidder must provide at least the following information for each client reference for which the experience meets the requirements of evaluation criterions R2.1:</p> <ol style="list-style-type: none"> 1) Short description of the services provided to the client; 2) The period of time over which the service was provided a format including month and year information, e.g. from (month/year) to (month/year) for each month; 3) The name of the client for whom the services work was done as well as the name and current e-mail address or telephone number of the client representative who would be able to confirm the information provided by the Bidder.
R2.2	The Bidder should demonstrate that the resource has more than one (1) year of experience in working with pediatric clients in a dental setting.	<p>Points will be awarded as follows for demonstrated experience that meets the requirements of criterion R2.2:</p> <p>0 to 12 months of demonstrated experience = 0 point</p> <p>13 to 24 months of demonstrated experience = 2 points</p> <p>25 to 36 months of demonstrated experience = 4 points</p> <p>37 to 48 months of demonstrated experience = 6 points</p> <p>49 to 50 months of demonstrated experience = 8 points</p> <p>Over 50 months of demonstrated experience = 10 points</p>	<p>To meet criterion R2.2, the Bidder must provide at least the following information for each client reference for which the experience meets the requirements of evaluation criterions R2.2:</p> <ol style="list-style-type: none"> 1) Short description of the services provided to the client; 2) The period of time over which the service was in a format including month and year information, e.g. from (month/year) to (month/year) for each month; 3) The name of the client for whom the services work was done as well as the name and current e-mail address or telephone number of the client representative who would be able to confirm the information



		Maximum Points: 10	provided by the Bidder.
R2.3	The Bidder should demonstrate that the resource has more than one (1) year of experience in assessing and reporting with regards to effectiveness of oral health program services.	<p>Points will be awarded as follows for demonstrated experience that meets the requirements of criterion R2.3:</p> <p>0 to 12 months of demonstrated experience = 0 point</p> <p>13 to 24 months of demonstrated experience = 2 points</p> <p>25 to 36 months of demonstrated experience = 4 points</p> <p>37 to 48 months of demonstrated experience = 6 points</p> <p>49 to 50 months of demonstrated experience = 8 points</p> <p>Over 50 months of demonstrated experience = 10 points</p> <p style="text-align: center;">Maximum Points: 10</p>	<p>To meet criterion R2.3, the Bidder must provide at least the following information for each client reference for which the experience meets the requirements of evaluation criterions R2.3:</p> <ol style="list-style-type: none"> 1) Short description of the services provided to the client; 2) The period of time over which the service was provided in a format including month and year information, e.g. from (month/year) to (month/year) for each month; 3) The name of the client for whom the services work was done as well as the name and current e-mail address or telephone number of the client representative who would be able to confirm the information provided by the Bidder.
	MAXIMUM AVAILABLE POINTS	35	
	MINIMUM POINTS REQUIRED 60%	21	

Note: Canada reserves the right to contact the named client references for the purpose of verifying the accuracy and veracity of the information provided in the Bidder's Bid. Should Canada choose to contact the references and should one (1) or more provide a negative reference regarding the accuracy or veracity of the Bidder's information, the Bid will be deemed non-responsive and given no further consideration. If the Project Authority is unable to reach out to the reference provided in the Bidder's bid, the Project Authority may request another reference from the Bidder. The Bidder has 48 hours to provide another reference if requested. If the new references has not been provided 48 hours after the request, the Bid will be deemed non-responsive and given no further consideration.

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

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

4.2 Basis of Selection

4.2.1 Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a bid must:

- a. comply with all the requirements of the bid solicitation; and
- b. meet all mandatory criteria; and



- c. obtain the required minimum of 21 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 35 points.
- 2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
- 3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60 % for the technical merit and 40 % for the price.
- 4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60 %.
- 5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40 %.
- 6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
- 7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
	Pricing Score	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
Combined Rating		83.84	75.56	80.89
Overall Rating		1st	3rd	2nd



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 Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 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.

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real property agreement of 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.

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as



beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

5.2.3.2 Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.



PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Statement of Work

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

6.1.2 Task Authorization

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

6.1.2.1 Task Authorization Process

Task Authorization:

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

Task Authorization Process:

1. The Project Authority will provide the Contractor with a description of the task using the "Task Authorization Form, Task Authorization Form specified in Annex C.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis(bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within five (5) calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

6.1.2.2 Minimum Work Guarantee - All the Work - Task Authorizations

1. In this clause,

"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and

"Minimum Contract Value" means 10%.

2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.



4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

6.2 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.

6.2.1 General Conditions

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

6.3 Security Requirements

6.3.1 There is no security requirement applicable to the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract to March 31, 2025 inclusive.

6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to four (4) additional one (1) year period under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least ten (10) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

6.4.3 Comprehensive Land Claims Agreements (CLCAs)

The Contract with Task Authorizations is to establish the delivery of the requirement detailed under the Contract, to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement outside the Contract.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Miriam Britel

Title: Team Leader

Indigenous Services Canada

Materiel and Assets Management Directorate

Address: 10 Wellington Street, Gatineau K1A 0H4

E-mail address: Miriam.britel@sac-isc.gc.ca

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

6.5.2 Project Authority (To Be Determined at Contract Award)

The Project Authority for the Contract is:



Name: _____
Title: _____
Indigenous Services Canada
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.

6.5.3 Contractor's Representative (To Be Determined at Contract Award)

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

6.6 Proactive Disclosure of Contracts with Former Public Servants

En fournissant de l'information sur son statut en tant qu'ancien fonctionnaire touchant une pension en vertu de la [Loi sur la pension de la fonction publique](#) (LPFP), l'entrepreneur a accepté que cette information soit publiée sur les sites Web des ministères, dans le cadre des rapports de divulgation proactive des marchés, et ce, conformément à l'[Avis sur la Politique des marchés : 2019-01](#) du Secrétariat du Conseil du Trésor du Canada.

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.

6.7 Payment

6.7.1 Basis of Payment

The Contractor will be paid for the Work specified in the authorized task authorization, in accordance with the Basis of payment at Annex B.

Canada's liability to the Contractor under the authorized task authorization must not exceed the limitation of expenditure specified in the authorized task authorization and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized task authorization 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 authorized, in writing, by the Contracting Authority before their incorporation into the Work.

6.7.2 TA Subject to a Limitation of Expenditure

Cumulative Total of all Authorized TAs

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ (To Be Determined at Contract Award) and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. 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.

Canada's Total Liability

- A. For the Work described in the Statement of Work in Annex A, Canada's total liability to the Contractor under the Contract must not exceed \$ (To Be Determined at Contract Award) and Applicable Taxes are extra.
- B. 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:
 1. when it is 75 percent committed, or
 2. four (4) months before the Contract expiry date, or
 3. As soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,whichever comes first.
- C. 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.

Authorized travel and living expenses

- A. Canada's total liability to the Contractor under the Contract for authorized travel and living expenses must not exceed \$5,000.00 and the Applicable Taxes are extra.



- B. 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 for travel and living expenses 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:
1. when it is 75 percent committed, or
 2. four (4) months before the Contract expiry date, or
 3. As soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,
- whichever comes first.
- C. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.7.3 Method of Payment – Monthly Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada.

6.7.4 Electronic Payment of Invoices – Contract

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

- a) Direct Deposit (Domestic and International);

6.7.5 Time Verification

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

6.8 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;
- b. a copy of the release document and any other documents as specified in the Contract;
- c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
- d. a copy of the monthly progress report.



2. Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

6.9 Certifications and Additional Information

6.9.1 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.

6.10 Applicable Laws

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

6.11 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 general conditions [2035](#) (2022-12-01), Higher Complexity - Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Task Authorizations Form Template;
- (f) the Contractor's bid dated (To Be Determined at Contract Award).

6.12 Insurance

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

6.13 Dispute Resolution

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- (b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- (c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- (d) The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an impartial, independent venue for Canadian bidders to raise complaints regarding the administration of certain federal contracts, regardless of dollar value. If you have concerns regarding the administration of a federal contract, you may contact OPO by e-mail at boa.opo@boa-opo.gc.ca, by telephone at 1-866-734-5169, or by web at www.opo-boa.gc.ca.
- (e) 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, by telephone at 1-866-734-5169, or by web at www.opo-boa.gc.ca.



- (f) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".



ANNEX A

STATEMENT OF WORK Professional Oversight Alberta Dental Program

1. Scope

1.1 Background

The Children's Oral Health Initiative (COHI) is an early intervention service that targets First Nations children from zero to twelve years old with the goal to reduce prevalence of early childhood caries disease. Such service includes oral screenings, and application of fluoride varnish, pit and fissure sealants and silver diamine fluoride.

The COHI team currently has eleven (11) Community Dental Health Practitioners (CDHPs) employed by Indigenous Services Canada (ISC) that provides preventative dental services to 50 First Nations communities across Alberta. The program delivery often occurs in primary school settings, as well as daycares, preschools and health centers.

1.2 Objectives:

The provision of the clinical and professional oversight to allow ISC to conduct the COHI program and ensure that quality dental care is being provided for First Nation clients and partners, as well as gathering and analyzing oral health data.

1.3 Terminology

COHI (Children Oral Health Initiative)
CDHP (Community Dental Health Practitioner)
DMFT (decayed, missing, filled) index
ISC (Indigenous Services Canada)
PUFA(pulp, ulceration, fistula, abcess): index to assess severity of decayed teeth

2. Requirements:

2.1 Scope of Work:

To ensure evidence-based practice and high quality services are provided to First Nations children, ISC requires that the Contractor assists with the development, implementation and evaluation of services, by providing clinical oversight for COHI. This includes assessment and calibration of CDHP's clinical skills, preparation of training materials, ad hoc professional advice and support, as well as evaluation of the program's oral health data.

2.2 Tasks:

2.2.1 Field Visits and Reporting:

- The field visits must be one onsite visit or more as required to the eleven (11) CDHPs in their respective assigned First Nations community in Alberta. The visits will involve onsite clinical evaluations of the CDHP's work and will address observation and calibration of preventative services offered through the COHI program as well as professional support and quality assurance and compliance to current infection prevention and control protocols and standards;
- After each onsite visit, the Contractor must produce a report for each CDHP to include summary of findings and observations, identification of any training needs CDHP may have, as well as any proposed program enhancements that COHI could benefit from. It will include the following:
 - Identification of any infractions to IPC protocols and standards;



- Identification of areas needing improvement and calibrations to the CDHP's clinical skills;
- Identification of clinical challenges;
- Recommendations on how to improve all the aspects mentioned above and trainings needed.

2.2.2 Trainings and Information Sessions

On an as and when requested basis, the Contractor must provide virtual or in-person training for CDHP's, which includes at least the following:

- Summary of the final report and information on various topics relating the First Nations and Inuit dental health, pediatric dentistry, public health dentistry and any relevant dental information;
- Information and instructions for any new proposed treatments National Office mandates to implement;
- Information and instructions on how to comply with the IPC standards and protocols; and
- Reinforcement and practice of certain clinical skills.

2.2.3 Ad Hoc Projects and Reports

On an as and when requested basis, the Contractor must:

- provide data variable parameters required for oral health data analysis based on data sourced from Oral Health Database;
- produce final report detailing significant findings, trends, and analysis of oral health data in relation to Objectives and Indicators for Community Oral Health Services FNIHB;
- develop a succession action plan to identify eligibility requirements, nomination of successors, and transition planning to ensure replacement of vacancy is fulfilled and set up for success; and
- provide any additional training, reports and/or consultation services.

2.3 Deliverables and Acceptance Criteria:

2.3.1 Reports:

- All reports must be written in English and be delivered to the Project Authority electronically, in Word format, no later than 30 calendar days after the completion of each site visit;
- All reports must be reviewed and approved by the Project Authority. After the Project Authority's review and if needed, the Contractor will have fourteen (14) calendar days to review, correct and resubmit the report(s).

2.3.2 Trainings and Information Sessions:

- Trainings and Information Sessions must be delivered in English and either on-site or virtually;
- The Contractor must provide some visual support such as a presentation deck, a prerecorded video, hands-on clinical development training or other;
- All training material must be reviewed and approved by the Project Authority. After the Project Authority's review and if needed, the Contractor will have fourteen (14) calendar days to review, correct and resubmit the training material.

2.3.3 Other Reports and Documents

- All reports and documents must be written in English and be delivered to the Project Authority electronically, in Word format;
- All reports and documents must be reviewed and approved by the Project Authority. After the Project Authority's review and if needed, the Contractor will have fourteen (14) calendar days to review, correct and resubmit the report(s).

2.4 Constraints:

- **Language Requirements:** All phases of the project, written reports and correspondences are to be conducted in the English language.



- **Travel and Living Requirements:** The Contractor must be able to travel to different First Nations Communities across the Province of Alberta in accordance with the [National Joint Council Travel Directive](#)
- The Contractor will have access to GOC premises such as the clinics and must use their own computer system.
- Work is expected to be carried out within the normal hours of operation of the First Nations' facility as coordinated with the CDHP.

2.5 Departmental Support:

- Coordinate monthly meetings with the Contractor as and when required;
- Be available for program consultation;
- Provide any relevant documents as and when required; and
- Provide assistance in coordinating between the Contractor and Community Dental Health Practitioner and between the Contractor and ISC's on-site representative .

2.6 Contractor's Resources Qualifications

- The resource must be a licensed Dentist in Alberta with a Master in Public Health;
- The resource must have a Master's Degree in Public Health from recognized Canadian University Institution;
- The resource must have three (3) years of experience providing clinical support and direction with regards to oral health programming;
- The resource must have three (3) years of experiences providing advice and consultation services with regards to oral health programming, quality assurance and IPC;
- The resource must have one (1) year of experience in developing and delivering training and more than one (1) year of experience will be considered an asset;
- The Contractor must have one (1) year of experience working with Indigenous populations/communities/partners and more than one (1) year will be considered an asset;
- The resource must have one (1) year of experience in working with pediatric clients in dental setting and more than one (1) experience will be considered an asset; and
- The resource must have one (1) year experience in assessing and reporting with regards to effectiveness of oral health program services and more than one (1) year of experience will be considered an asset.

2.7 Location of Work

Most of the work required will be completed during field visits to First Nations communities in Alberta, where CDHPs work and the rest must be conducted from the Contractor's premises.



**ANNEX B
BASIS OF PAYMENT**

A - Contract Period - From Contract Award Date to March 31, 2025

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

1.0 Professional Fees

The Contractor will be paid all inclusive fixed time rates as follows:

Category	All Inclusive Fixed Per Diem Rate
Dental Consultant and Professional	\$(To Be Determined at Contract Award)

Total Estimated Cost of Professional Fees: \$ (To Be Determined at Contract Award)

Definition of a Day/Proration

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

- i. All proposed personnel must be available to work outside normal office hours during the duration of the Contract.
- ii. No overtime charges will be authorized under the Contract. All time worked will be compensated according to paragraph above.

2.0 Cost Reimbursable Expenses

2.1 Authorized travel and living expenses for Work

Concerning the requirements to travel described in the Statement of Work in Annex A, the Contractor will be paid for its authorized travel and living expenses reasonably and properly incurred in the performance of the Work done, delivered or performed outside of a radius of 20 kilometers of the Contractor's place of business, at cost, without any allowance for profit and administrative overhead, in accordance with the meal and private vehicle expenses provided 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 accept travel and living expenses that may need to be incurred by the Contractor for any relocation of resources required to satisfy its contractual obligations.

All travel must have the prior authorization of the Project Authority.

The authorized travel and living expenses will be paid upon submission of an itemized statement supported by receipt vouchers. All payments are subject to government audit.

Total Estimated Cost of Authorized Travel and Living Expenses: \$5,000.00

3.0 Total Estimated Cost- Initial Contract Period: \$ (To Be Determined at Contract Award)



With the exception of the all-inclusive fixed time rates specified above, the amounts shown in this section of the annex are estimates only. Minor changes to these estimates will be accepted for billing purposes as the Work proceeds, provided that these changes have the prior approval of the Project Authority, and provided that the total estimated cost of the Contract does not exceed the Limitation of Expenditure specified in clause 6.7.2 – TA Subject to a Limitation of Expenditure of the Contract.

B - Option to Extend the Term of the Contract

This section is only applicable if the option to extend the Contract is exercised by Canada.

During the extended period of the Contract specified below, the Contractor will be paid as specified below to perform all the Work in relation to the Contract extension.

Optional Contract Period 1 – From April 01, 2025 to March 31, 2026

1.0 Professional Fees

The Contractor will be paid all inclusive fixed time rates as follows:

Category	All Inclusive Fixed Per Diem Rate
Dental Consultant and Professional	\$ (To Be Determined at Contract Award)

Total Estimated Cost of Professional Fees: \$ (To Be Determined at Contract Award)

Definition of a Day/Proration

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

- i. All proposed personnel must be available to work outside normal office hours during the duration of the Contract.
- ii. No overtime charges will be authorized under the Contract. All time worked will be compensated according to paragraph above.

2.0 Cost Reimbursable Expenses

2.1 Authorized travel and living expenses for Work

Concerning the requirements to travel described in the Statement of Work in Annex A, the Contractor will be paid for its authorized travel and living expenses reasonably and properly incurred in the performance of the Work done, delivered or performed outside of a radius of 20 kilometers of the Contractor’s place of business, at cost, without any allowance for profit and administrative overhead, in accordance with the meal and private vehicle expenses provided 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 accept travel and living expenses that may need to be incurred by the Contractor for any relocation of resources required to satisfy its contractual obligations.

All travel must have the prior authorization of the Project Authority.



The authorized travel and living expenses will be paid upon submission of an itemized statement supported by receipt vouchers. All payments are subject to government audit.

Total Estimated Cost of Authorized Travel and Living Expenses: \$5,000.00

Optional Contract Period 2 – From April 01, 2026 to March 31, 2027

1.0 Professional Fees

The Contractor will be paid all inclusive fixed time rates as follows:

Category	All Inclusive Fixed Per Diem Rate
Dental Consultant and Professional	\$ (To Be Determined at Contract Award)

Total Estimated Cost of Professional Fees: \$ (To Be Determined at Contract Award)

Definition of a Day/Proration

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

- i. All proposed personnel must be available to work outside normal office hours during the duration of the Contract.
- ii. No overtime charges will be authorized under the Contract. All time worked will be compensated according to paragraph above.

2.0 Cost Reimbursable Expenses

2.1 Authorized travel and living expenses for Work

Concerning the requirements to travel described in the Statement of Work in Annex A, the Contractor will be paid for its authorized travel and living expenses reasonably and properly incurred in the performance of the Work done, delivered or performed outside of a radius of 20 kilometers of the Contractor's place of business, at cost, without any allowance for profit and administrative overhead, in accordance with the meal and private vehicle expenses provided 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 accept travel and living expenses that may need to be incurred by the Contractor for any relocation of resources required to satisfy its contractual obligations.

All travel must have the prior authorization of the Project Authority.

The authorized travel and living expenses will be paid upon submission of an itemized statement supported by receipt vouchers. All payments are subject to government audit.

Total Estimated Cost of Authorized Travel and Living Expenses: \$5,000.00

Optional Contract Period 3 – From April 01, 2027 to March 31, 2028

1.0 Professional Fees



The Contractor will be paid all inclusive fixed time rates as follows:

Category	All Inclusive Fixed Per Diem Rate
Dental Consultant and Professional	\$ (To Be Determined at Contract Award)

Total Estimated Cost of Professional Fees: \$ (To Be Determined at Contract Award)

Definition of a Day/Proration

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

- i. All proposed personnel must be available to work outside normal office hours during the duration of the Contract.
- ii. No overtime charges will be authorized under the Contract. All time worked will be compensated according to paragraph above.

2.0 Cost Reimbursable Expenses

2.1 Authorized travel and living expenses for Work

Concerning the requirements to travel described in the Statement of Work in Annex A, the Contractor will be paid for its authorized travel and living expenses reasonably and properly incurred in the performance of the Work done, delivered or performed outside of a radius of 20 kilometers of the Contractor's place of business, at cost, without any allowance for profit and administrative overhead, in accordance with the meal and private vehicle expenses provided 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 accept travel and living expenses that may need to be incurred by the Contractor for any relocation of resources required to satisfy its contractual obligations.

All travel must have the prior authorization of the Project Authority.

The authorized travel and living expenses will be paid upon submission of an itemized statement supported by receipt vouchers. All payments are subject to government audit.

Total Estimated Cost of Authorized Travel and Living Expenses: \$5,000.00

Optional Contract Period 40 – From April 01, 2028 to March 31, 2029

1.0 Professional Fees

The Contractor will be paid all inclusive fixed time rates as follows:

Category	All Inclusive Fixed Per Diem Rate
Dental Consultant and Professional	\$ (To Be Determined at Contract Award)



Total Estimated Cost of Professional Fees: \$ (To Be Determined at Contract Award)

Definition of a Day/Proration

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

- i. All proposed personnel must be available to work outside normal office hours during the duration of the Contract.
- ii. No overtime charges will be authorized under the Contract. All time worked will be compensated according to paragraph above.

2.0 Cost Reimbursable Expenses

2.1 Authorized travel and living expenses for Work

Concerning the requirements to travel described in the Statement of Work in Annex A, the Contractor will be paid for its authorized travel and living expenses reasonably and properly incurred in the performance of the Work done, delivered or performed outside of a radius of 20 kilometers of the Contractor's place of business, at cost, without any allowance for profit and administrative overhead, in accordance with the meal and private vehicle expenses provided 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 accept travel and living expenses that may need to be incurred by the Contractor for any relocation of resources required to satisfy its contractual obligations.

All travel must have the prior authorization of the Project Authority.

The authorized travel and living expenses will be paid upon submission of an itemized statement supported by receipt vouchers. All payments are subject to government audit.

Total Estimated Cost of Authorized Travel and Living Expenses: \$5,000.00

With the exception of the all-inclusive fixed time rates specified above, the amounts shown in this section of the annex are estimates only. Minor changes to these estimates will be accepted for billing purposes as the Work proceeds, provided that these changes have the prior approval of the Project Authority, and provided that the total estimated cost of the Contract does not exceed the Limitation of Expenditure specified in clause 6.7.2 – TA Subject to a Limitation of Expenditure of the Contract.



**ANNEX C
TASK AUTHORIZATION FORM**

Contract Number	
Task Authorization (TA) Number	Instructions to the TA Authority: Enter the number here.
Contractor's Name and Address	
Instructions to the TA Authority: Enter the name and address here.	
Total Estimated Cost of Task (Applicable Taxes extra) before any revisions:	\$ _____ Instructions to the TA Authority: Enter the amount here.
TA Revisions Previously Authorized	
Instructions to the TA Authority: the information for the previously authorized revisions must be presented in ascending order of assigned revision numbers (the first revision must be identified as No. 1, the second as No. 2, etc). If no increase or decrease was authorized, enter \$0.00. Add rows, as needed	
TA Revision Number: _____ Instructions to the TA Authority: Enter the number here, as applicable.	Authorized Increase or Decrease (Applicable Taxes extra) \$ _____ Instructions to the TA Authority: Enter the amount here, as applicable.
TA Revision Number: _____ Instructions to the TA Authority: Enter the number here, as applicable.	Authorized Increase or Decrease (Applicable Taxes extra) \$ _____ Instructions to the TA Authority: Enter the amount here, as applicable.
TA Revision Number: _____ Instructions to the TA Authority: Enter the number here, as applicable.	Authorized Increase or Decrease (Applicable Taxes extra) \$ _____ Instructions to the TA Authority: Enter the amount here, as applicable.
TA Revision Number: _____ Instructions to the TA Authority: Enter the number here, as applicable.	Authorized Increase or Decrease (Applicable Taxes extra) \$ _____ Instructions to the TA Authority: Enter the amount here, as applicable.
TA Revision Number: _____ Instructions to the TA Authority: Enter the number here, as applicable.	Authorized Increase or Decrease (Applicable Taxes extra) \$ _____ Instructions to the TA Authority: Enter the amount here, as applicable.
New TA Revision	
Instructions to the TA Authority: the first revision must be identified as No. 1, the second as No. 2, etc. If no increase or decrease is authorized, enter \$0.00.	
TA Revision Number: _____ Instructions to the TA Authority: Enter the number here, as applicable.	Authorized Increase or Decrease (Applicable Taxes extra) \$ _____ Instructions to the TA Authority: Enter the amount here, as applicable.
Total Estimated Cost of Task (Applicable Taxes extra) after this revision:	\$ _____ Instructions to the TA Authority: Enter the amount here, as applicable.
Contract Security Requirements (as applicable)	
This task includes security requirements. At STEP 1 a): check the applicable boxes.	
<input type="checkbox"/> No <input type="checkbox"/> Yes. Refer to the Security Requirements Checklist (SRCL) annex of the Contract.	
Remarks: At STEP 1 a), 2a) or 3, enter the remarks, if any, or enter : "N/A".	



Required Work

SECTION A – Task Description of the Work Required

In the case of a new task, the following information must be included directly in Section A or in an attachment applicable to Section A:

- a) details of the activities to be performed;
- b) description of the deliverables to be submitted; and
- c) completion dates for the major activities and/or submission dates for the deliverables.

In the case of a revision to a previously authorized task, the following information must be included directly in Section A or in an attachment applicable to Section A (as applicable):

- a) reason (s) for revising the task;
- b) details of the revised activities to be performed;
- c) description of the revised deliverables to be submitted; and
- d) revised completion dates for the major activities and/or revised submission dates for the deliverables (or revised deliverables, as applicable).

SECTION B – Applicable Basis of Payment

Limitation of Expenditure of \$_____ Instructions to the TA Authority: insert the amount.

SECTION C - Cost Breakdown of Task

Professional Fees Instructions to the TA Authority: for each applicable category, insert the name and the number of days.

Category	Name	All Inclusive Fixed Daily Rate	Level of Effort (Estimated number of days required to perform the Work)

Total Estimated Cost of Professional Fees: \$_____ Instructions to the TA Authority: insert the amount.

SECTION D- Applicable Method of Payment

Monthly payments



Authorization - Authorization

Name of **Individual authorizing** the use of the Contract - Nom de la **personne autorisant** l'utilisation de ce contrat

Signature: _____ Date _____

By signing this TA, the Project Authority or the Contracting Authority or both, as applicable, certify (ies) that the content of this TA is in accordance with the Contract.

En apposant sa signature sur cette AT, le chargé de projet ou l'autorité contractante ou, s'il y a lieu, les deux atteste(nt) que le contenu de cette AT respecte les conditions du contrat.

Name of **Project Authority** - Nom du **chargé de projet** _____

Signature _____ Date _____

Name of ISC Contracting Authority -
Nom de l'autorité contractante de SAC _____

Signature _____ Date _____

Contractor's Signature - Signature de l'entrepreneur

Name and title of individual authorized to sign for the Contractor
Nom et titre de la personne autorisée à signer au nom de l'entrepreneur

Signature _____ Date _____