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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 Security Requirements Checklist, and any other annexes.

1.2 Summary

1.2.1 The Department of National Defence (DND) has a requirement to have the data being held in its current Electronic Health Record (EHR) production environment assessed and then, based on this assessment, create a detailed plan for archiving the data, disposing of the data, or migrating the data to a new EHR when a future EHR is procured. The work is to be completed by 31 July 2024.

1.2.2 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.

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 fifteen (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) 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.

2.2 Submission of Bids

a. Unless specified otherwise in the RFP, bids must be received by the Contract Authority at the location identified by the date, time and place indicated on page 1 of the solicitation.

b. If your bid is transmitted by facsimile or electronic mail, Canada will not be responsible for late bids received at destination after the closing date and time, even if it was submitted before.

c. **E-Mail Submissions: Individual e-mails that may include certain scripts, formats, embedded macros and/or links, or those that exceed ten (10) megabytes may be rejected by Canada's e-mail system and/or firewall(s) without notice to the Bidder or Contracting Authority.** Larger bids may be submitted through more than one e-mail. Canada will confirm receipt of documents. It is the Bidder's responsibility to ensure that its entire submission has been received. Bidders should not assume that all documents have been received unless Canada confirms receipt of each document. In order to minimize the potential for technical issues to affect bid receipt, bidders are requested to include in the body of their e-mail(s) a list of all documents attached to the e-mail(s), and allow sufficient time before the closing date and time to confirm receipt. Canada will not accept any bids submitted after the closing date and time.

2.3 Former Public Servant

a) 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.

b) 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:

i. an individual;

ii. an individual who has incorporated;

iii. a partnership made of former public servants; or

iv. 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.

c) 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:

i. name of former public servant;

ii. 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.

d) 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:

i. name of former public servant;

ii. conditions of the lump sum payment incentive;

iii. date of termination of employment;

iv. amount of lump sum payment;

v. rate of pay on which lump sum payment is based;

vi. period of lump sum payment including start date, end date and number of weeks;

vii. 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 seven (7) 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 Ontario.

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

2.6 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 fifteen (15) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

2.7 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) 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.

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

Section I: Technical Bid
Section II: Financial Bid
Section III: Certifications
Section IV: Additional Information

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

2. Format of the Bid

a. Unless specified otherwise in the RFP, bids must be received by the Contract Authority at the location identified by the date, time and place indicated on page 1 of the solicitation.

b. If your bid is transmitted by facsimile or electronic mail, Canada will not be responsible for late bids received at destination after the closing date and time, even if it was submitted before.

c. **E-Mail Submissions: Individual e-mails that may include certain scripts, formats, embedded macros and/or links, or those that exceed ten (10) megabytes may be rejected by Canada's e-mail system and/or firewall(s) without notice to the Bidder or Contracting Authority.** Larger bids may be submitted through more than one e-mail. Canada will confirm receipt of documents. It is the Bidder's responsibility to ensure that its entire submission has been received. Bidders should not assume that all documents have been received unless Canada confirms receipt of each document. In order to minimize the potential for technical issues to affect bid receipt, bidders are requested to include in the body of their e-mail(s) a list of all documents attached to the e-mail(s) and allow sufficient time before the closing date and time to confirm receipt. Canada will not accept any bids submitted after the closing date and time.

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

In order to assist Canada in meeting the objectives of the Policy on Green Procurement, when feasible bidders should prepare and submit their bid as follows:

1) Include all environmental certification(s) relevant to your organization (such as ISO 14001, Leadership in Energy and Environmental Design (LEED), Carbon Disclosure Project, etc.)
2) Include all third party environmental certification(s) or Environmental Product Declaration(s) (EPD) specific to your product/service (such as Canadian Standards Association (CSA Group), Underwriters Laboratories (ULSolutions); Forest Stewardship Council (FSC), ENERGYSTAR, etc.)
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 fiber 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, duo tangs, spiral binding or binders, and must not contain any single-use plastics.

3.2 Section I: Technical Bid

1. In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.
2. 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.
3. 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.
4. Bidders must be aware that simply stating "Compliant or Responsive", "Fully Compliant or Fully Responsive" or just repeating the statement contained in the bid solicitation requirement is not sufficient and will not constitute meeting a mandatory requirement.

The Technical Bid consists of providing the following:

(i) **Attachment 1 to Part 4 – Technical Evaluation Criteria**: The technical response must substantiate the compliance with the specific articles of Attachment 1 to Part 4, Technical Evaluation Criteria which is the required format for providing the substantiation. The substantiation must not simply be a repetition of the requirement(s) but must explain and demonstrate how the Bidder meets the requirements, unless otherwise specifically stated in the criteria. Simply stating that the Bidder or its proposed solution or resources comply is not sufficient. Where Canada determines that the substantiation is not complete, the Bidder will be considered non-responsive and disqualified for Mandatory Criteria. The substantiation may refer to additional documentation submitted with the response.

3.3 Section II: Financial Bid

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

2. All Prices to be Included: The Financial Bid must include all-inclusive prices for the requirement described in the bid solicitation for the entire period of the Contract, including any option periods.

3. The identification of all necessary components to support the delivery of the Service required to meet the requirements of the bid solicitation and the associated prices of these items is the sole responsibility of the Bidder. Blank Prices: Bidder is requested to insert “$0.00” for any item for which it does not intend to charge or for items that are already included in other prices set out in the tables of the Financial Bid Workbook. If the Bidder leaves any price blank, Canada will treat the price as "$0.00" for evaluation purposes and may request that the Bidder confirm that the price is, in fact, $0.00. No bidder will be permitted to add or change a price as part of this confirmation. Any bidder who does not confirm that the price for a blank item is $0.00 will be declared non-responsive.

3.4 Section III: Certifications

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

3.5 Section IV: Additional Information

In Section IV of their bid, bidders should provide:

1. their legal name;
2. their Procurement Business Number (PBN);
3. the name of the contact person (provide also this person's mailing address, phone and facsimile numbers and email address) authorized by the Bidder to enter into communications with Canada with regards to their bid, and any contract that may result from their bid;
4. for Part 2, article 2.3, Former Public Servant, of the bid solicitation: the required answer to each question; and, if the answer is yes, the required information;
5. for Part 6, article 6.1, Security Requirement, of the bid solicitation:
   for each individual who will require access to classified or protected information, assets or sensitive work sites:
   i) the name of the individual;
   ii) the date of birth of the individual; and
   iii) if available, information confirming the individual meets the security requirement as indicated in Part 7 – Resulting Contract Clauses.

PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

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

(i) **Requests for Clarifications**: If Canada seeks clarification or verification from the Bidder about its Bid, the Bidder will have two (2) working days (or a longer period if specified in writing by the Contracting Authority) to provide the necessary information to Canada. Failure to meet this deadline will result in the Bid being declared non-responsive.

(ii) **Requests for Further Information**: If Canada requires additional information in order to do any of the following pursuant to the Section 14 entitled "Conduct of Evaluation" in 2003 (2023-06-08), CanadaBuys Standard Instructions – Goods and Services – Competitive Requirements; then the Bidder must provide the information requested by Canada within 2 working days of a request or the time period specified in writing in the request to the Contracting Authority.

(iii) **Extension of Time**: If additional time is required by the Bidder, the Contracting Authority may grant an extension at their sole discretion.

4.1.3 Canada will use the Phased Bid Compliance Process (PBCP) described below.

4.1.3.1 General

(i) Canada will conduct the Phased Bid Compliance Process (PBCP) described below for this requirement ONLY if Canada receives four (4) or fewer bids in response to the requirement by the bid solicitation closing date.

(ii) Notwithstanding any review by Canada at Phase I or II of the PBCP, Bidders are and will remain solely responsible for the accuracy, consistency and completeness of their Bids and Canada does not undertake, by reason of this review, any obligations or responsibility for identifying any or all errors or omissions in Bids or in responses by a Bidder to any communication from Canada.

THE BIDDER ACKNOWLEDGES THAT THE REVIEWS IN PHASE I AND II OF THIS PBCP ARE PRELIMINARY AND DO NOT PRECLUDE A FINDING IN PHASE III THAT THE BID IS NON-RESPONSIVE, EVEN FOR MANDATORY REQUIREMENTS WHICH WERE SUBJECT TO REVIEW IN PHASE I OR II AND NOTWITHSTANDING THAT THE BID HAD BEEN FOUND RESPONSIVE IN SUCH EARLIER PHASE. CANADA MAY DEEM A BID TO BE NON-RESPONSIVE TO A MANDATORY REQUIREMENT AT ANY PHASE. THE BIDDER ALSO ACKNOWLEDGES THAT ITS RESPONSE TO A NOTICE OR A COMPLIANCE ASSESSMENT REPORT (CAR) (EACH DEFINED BELOW) IN PHASE I OR II MAY NOT BE SUCCESSFUL IN RENDERING ITS BID RESPONSIVE TO THE MANDATORY REQUIREMENTS THAT ARE THE SUBJECT OF THE NOTICE OR CAR, AND MAY RENDER ITS BID NON-RESPONSIVE TO OTHER MANDATORY REQUIREMENTS.

(iii) Canada may, in its discretion, request and accept at any time from a Bidder and consider as part of the Bid, any information to correct errors or deficiencies in the Bid that are clerical or administrative, such as, without limitation, failure to sign the Bid or any part or to checkmark a box in a form, or other failure of format or form or failure to acknowledge; failure to provide a procurement business number or contact information such as names,

addresses and telephone numbers; inadvertent errors in numbers or calculations that do not change the amount the Bidder has specified as the price or of any component thereof that is subject to evaluation. This shall not limit Canada's right to request or accept any information after the bid solicitation closing in circumstances where the bid solicitation expressly provides for this right. The Bidder will have the time period specified in writing by Canada to provide the necessary documentation. Failure to meet this deadline will result in the Bid being declared non-responsive.

(iv) The PBCP does not limit Canada's rights under Standard Acquisition Clauses and Conditions (SACC) 2003 (2023-06-08) - CanadaBuys Standard Instructions - Goods or Services - Competitive Requirements nor Canada's right to request or accept any information during the solicitation period or after bid solicitation closing in circumstances where the bid solicitation expressly provides for this right, or in the circumstances described in subsection (iii).

(v) Canada will send any Notice or CAR by any method Canada chooses, in its absolute discretion. The Bidder must submit its response by the method stipulated in the Notice or CAR. Responses are deemed to be received by Canada at the date and time they are delivered to Canada by the method and at the address specified in the Notice or CAR. An email response permitted by the Notice or CAR is deemed received by Canada on the date and time it is received in Canada's email inbox at Canada's email address specified in the Notice or CAR. A Notice or CAR sent by Canada to the Bidder at any address provided by the Bidder in or pursuant to the Bid is deemed received by the Bidder on the date it is sent by Canada. Canada is not responsible for late receipt by Canada of a response, however caused.

4.2 Technical Evaluation

4.2.1 Mandatory Technical Criteria

Mandatory technical evaluation criteria are included in Attachment 1 to Part 4.

4.3 Financial Evaluation

4.3.1 Mandatory Financial Criteria

Bidders must submit their financial bid in accordance with the Pricing Schedule detailed in the Basis of Payment in Annex "B".

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

4.4 Basis of Selection

4.4.1 Mandatory Technical Criteria

SACC Manual Clause A0031T (2010-08-16), Basis of Selection – Mandatory Technical Criteria

i. The mandatory technical criteria are described in Attachment 1 to Part 4.

4.4.2 Reference Checks

If a reference check is performed, Canada will conduct the reference check in writing by e-mail. Canada will send all e-mail reference check requests to contacts supplied by all the Bidders on the same day using the e-mail address provided in the bid. Canada will not award any points and/or a Bidder will not meet the mandatory experience requirement (as applicable) unless the response is received within 5 working days of the date that Canada's e-mail was sent.

i. If Canada does not receive a response from the contact person within the five (5) working days, Canada will not contact the Bidder and will not permit the substitution of an alternate contact person.

ii. Wherever information provided by a reference differs from the information supplied by the Bidder, the information supplied by the reference will be the information evaluated.

iii. Points will not be allocated and/or a Bidder will not meet the mandatory experience requirement (as applicable) if (1) the reference customer states he or she is unable or unwilling to provide the information requested, or (2) the customer reference is not a customer of the Bidder itself (for example, the customer cannot be the customer of an affiliate of the Bidder instead of being a customer of the Bidder itself). Nor will points be allocated or a mandatory met if the customer is itself an affiliate or other entity that does not deal at arm's length with the Bidder.

iv. Whether or not to conduct reference checks is discretionary. However, if Canada chooses to conduct reference checks for any given mandatory requirement, it will check the references for that requirement for all Bidders who have not, at that point, been found non-responsive.

4.5 Right of Pivot

Canada reserves the right to pivot the resulting contract(s) in accordance with resulting contract clause 7.9 Right of Pivot of Part 7 – Resulting Contract Clauses of the RFP.

ATTACHMENT 1 TO PART 4
EVALUATION CRITERIA

Mandatory Criteria
To be considered for evaluation against the mandatory criteria, each engagement identified by the bidder must have been completed by the solicitation closing date for this RFP and include the following information:

a) The client organization name;
b) The client organization contact name and email address;
c) The project, engagement, or contract title;
d) A description of the engagement;
e) The start and end date of the engagement; and
f) Supported by the resume of the subject matter expert(s) being proposed.

#	Mandatory Criteria	Bid Preparation Instructions	Bidder Response (include location in bid)	Met or Not Met?
M1	**Subject Matter Expert (SME) Experience** – The Bidder must demonstrate that all their Health Informaticist/Engineer SME subject matter experts (SME) who would be working on this requirement have performed the work specified in Section 3.1.1 of the SOW (Data Model Creation) for at least three different client organizations.	To demonstrate compliance with this criterion, the Bidder must, in their proposal, submit a paragraph-by-paragraph response to each SOW section, as follows, demonstrating how the SMEs have addressed each item in a previous engagement or engagements with other client organizations. Section 3.1.1 Data Model Creation – describe in detail how the SMEs created a data model that identified all data elements, their hierarchical relationship to each other, data formats, structure of data (e.g., structured discrete data or unstructured scanned images) the coding structures of the data, and the source of the data.		

#	Mandatory Criteria	Bid Preparation Instructions	Bidder Response (include location in bid)	Met or Not Met?
M2	**Subject Matter Expert (SME) Experience** – The Bidder must demonstrate that all their Health Informaticist/Engineer SME subject matter experts (SME) who would be working on this requirement have performed the work specified in Section 3.1.2 of the SOW (Data Quality Assessment) for at least three different client organizations.	To demonstrate compliance with this criterion, the Bidder must, in their proposal, submit a paragraph-by-paragraph response to each SOW section, as follows, demonstrating how the SMEs have addressed each item in a previous engagement or engagements with other client organizations. Section 3.1.2 Data Quality Assessment – describe in detail how the SMEs evaluated the quality of the data in the source EHR that would be considered for migration, including how they decided whether the data required cleansing or converting for use in a new EHR, and whether the data would be useful to support data-driven decision making.		
M3	**Subject Matter Expert (SME) Experience** – The Bidder must demonstrate that all their Health Informaticist/Engineer SME subject matter experts (SME) who would be working on this requirement have performed the work specified in Section 3.2 of the SOW (Phase 2 – Data Migration Decision Framework) for at least three different client organizations.	To demonstrate compliance with this criterion, the Bidder must, in their proposal, submit a paragraph-by-paragraph response to each SOW section, as follows, demonstrating how the SMEs have addressed each item in a previous engagement or engagements with other client organizations. Section 3.2 Phase 2 – Data Migration Decision Framework – describe in detail how the SMEs created a decision framework and applied it to the data in the existing EHR, placing that data into one or more of three (possibly overlapping) categories: Immediately available mandatory clinical and related data, data of only historical value, and data of no business value.		

#	Mandatory Criteria	Bid Preparation Instructions	Bidder Response (include location in bid)	Met or Not Met?
M4	**Subject Matter Expert (SME) Experience** – The Bidder must demonstrate that all their Health Informaticist/Engineer SME subject matter experts (SME) who would be working on this requirement have performed the work specified in Section 3.3.1 of the SOW (Extract, Transform, Load (ETL) Data Flow) for at least three different client organizations.	To demonstrate compliance with this criterion, the Bidder must, in their proposal, submit a paragraph-by-paragraph response to each SOW section, as follows, demonstrating how the SMEs have addressed each item in a previous engagement or engagements with other client organizations. Section 3.3.1 – Extract, Transform, Load (ETL) Data Flow – describe in detail how the SMEs established a method of extracting, transforming, and loading the data from a source EHR to a new EHR.		
M5	**Subject Matter Expert (SME) Experience** – The Bidder must demonstrate that all their Health Informaticist/Engineer SME subject matter experts (SME) who would be working on this requirement have performed the work specified in Section 3.3.2 of the SOW (Data Migration Activity Detailed Planning) for at least three different client organizations.	To demonstrate compliance with this criterion, the Bidder must, in their proposal, submit a paragraph-by-paragraph response to each SOW section, as follows, demonstrating how the SMEs have addressed each item in a previous engagement or engagements with other client organizations. Section 3.3.2 – Data Migration Activity Detailed Planning – describe in detail how the SMEs established a plan for the ETL data migration activity, including identifying who would be involved in the data governance decision making, creating an overall project plan, and specifying key data migration activity success measures.		

Table 1 – Mandatory Criteria

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 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), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Security Requirements – Required Documentation

1. In accordance with the requirements of the Contract Security Program of Public Works and Government Services Canada (http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html), the Bidder must provide a completed Contract Security Program Application for Registration (AFR) form to be given further consideration in the procurement process.

2. Bidders are reminded to obtain the required security clearance and, as applicable, security capabilities promptly. As indicated above, bidders who do not provide all the required information at bid closing will be given the opportunity to complete any missing information from the AFR form within a period set by the Contracting Authority. If that information is not provided within the timeframe established by the Contracting Authority (including any extension granted by the

Contracting Authority in its discretion), or if Canada requires further information from the Bidder in connection with assessing the request for security clearance (i.e., information not required by the AFR form), the Bidder will be required to submit that information within the time period established by the Contracting Authority, which will not be less than 48 hours. If, at any time, the Bidder fails to provide the required information within the timeframe established by the Contracting Authority, its bid will be declared non-compliant.

5.2.3 Federal Contractors Program for Employment Equity - Bid Certification

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

2. 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.

3. 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.

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

5.2.4 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.

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

1. Before award of a contract, the following conditions must be met:

    a. the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;

2. Before access to sensitive information is provided to the Bidder, the following conditions must be met:

    a. the Bidder's proposed individuals requiring access to sensitive information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
    b. the Bidder's security capabilities must be met as indicated in Part 7 - Resulting Contract Clauses.

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.

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

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

7.2.2 Supplemental General Conditions

4002 (2010-08-16), Software Development or Modification Services;
4008 (2008-12-12), Personal Information;
A9113C (2014-11-27), Handling of Personal Information;
A9122C (2008-05-12), Protection and Security of Data Stored in Databases;

apply to and form part of the Contract.

7.3 Security Requirements

The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Contract.

1. The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC**)**.

2. The Contractor personnel requiring access to PROTECTED information, assets or sensitive site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, **PWGSC**.

3. The Contractor MUST NOT remove any PROTECTED information or assets from the identified site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.

4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, **PWGSC**.

5. The Contractor must comply with the provisions of the:

    a) Security Requirements Check List and security guide (if applicable), attached at Annex "C";
    b) *Contract Security Manual* (Latest Edition).

7.3.1 The Company Security Officer must ensure through the Contract Security Program that the Contractor and individuals hold a valid security clearance at the required level.

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from date of Contract Award to July 31, 2024 inclusive.

7.5 Right of Pivot

During the Initial Contract Period (defined at 7.4.1), if Canada determines, at its sole discretion, that the Contractor:

a) at any time does not meet the requirement of the contract, or

b) in at least three instances has either not responded or has not submitted a valid response when sent a draft TA in accordance with Contract Article 7.2.1 (g) entitled Refusal of Task Authorizations or Submission of a Response which is not valid; or

c) if the Contractor and Canada agree; then Canada may terminate the Contract and award a new Contract to the next highest ranked responsive Bidder. The next highest ranked responsive Bidder refers to the next Bidder with the next highest total Overall Bid Score calculated in accordance with Part 4 - Evaluation Procedures And Basis Of Selection in solicitation number W6369-240393.

7.6 Authorities

7.6.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: _____

Title: _____

Directorate: _____

Organization: _____

Address: _____

Telephone: _____

Email: _____

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.

7.6.2 Technical Authority

The Technical Authority for the Contract is:

Name: _____

Title: _____

Directorate: _____

Organization: _____

Address: _____

Telephone: _____

Email: _____

The Technical 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 Technical Authority; however, the Technical 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.

7.6.3 Contractor's Representative

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: _____

Email: _____

7.7 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.

7.8 Payment

7.8.1 Basis of Payment: Fixed time rate – Ceiling price

The Contractor will be paid for the Work performed in accordance with the Basis of Payment at Annex B to a ceiling price of $ _____ (insert amount at contract award). Customs duties are excluded and Applicable Taxes are extra.

7.8.2 Method of Payment

Canada will pay the Contractor upon completion and delivery of the Work 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.

7.9 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:

   i. a copy of time sheets to support the time claimed;
   ii. a copy of the release document and any other documents as specified in the Contract;
   iii. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
   iv. a copy of the monthly progress report.

Invoices must be distributed as follows:

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

7.10 Certifications and Additional Information

7.10.1 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.

7.11 Applicable Laws

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

7.12 Priority of Documents

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

(a) the Articles of Agreement;
(b) the supplemental general conditions as per 7.2.2
(c) the general conditions 2035 (2022-12-01)

(d) Annex A, Statement of Work;
(e) Annex B, Basis of Payment;
(f) Annex C, Security Requirements Check List;
(g) the Contractor's bid dated _____.

7.13 Defence Contract

SACC Manual clause A9006C 2012-07-16 Defence Contract

7.14 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) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "Dispute Resolution".

7.15 Insurance

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

7.16 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 Technical Authority before they are given access to information by or on behalf of Canada in connection with the Work.

ANNEX A

STATEMENT OF WORK

1. Objective

The Department of National Defence (DND) has a requirement to have the data being stored in its current Electronic Health Record (EHR) production environment assessed and then, based on this assessment, create a detailed plan for archiving the data, disposing of the data, or migrating the data to a new EHR when a future EHR is procured.

2. Background

2.1 CFHIS – Current EHR and Associated Applications

In 2002-5, the Canadian Forces Health Information System (CFHIS) was introduced to replace paper health files with an electronic-based system. The portability of – and electronic access to – health information for Canadian Forces Health Services (CFHS) healthcare providers was greatly improved. CFHIS is a "system of systems" (See Figure 1), consisting of four products, leveraging InterSystems® HealthShare® as the Health Level 7 (HL7) messaging integration engine:

- Purkinje® – the EHR itself, consisting of:
  - Dossier (for charting),
  - Registration, and
  - Scheduler,
- SCC Soft Computer® SoftLab® Laboratory Information System (LIS),
- SCC Soft Computer® SoftRad® Radiology Information System (RIS), and
- ADSTRA – for dental charting and dental imaging capture.

Purkinje is a Canadian company, headquartered in Montreal Quebec. SCC Soft Computer is an American company, headquartered in Florida. ADSTRA is a Canadian company headquartered in Toronto Ontario. InterSystems is an American company headquartered in Massachusetts. The HealthShare license also includes analytics tools such as Iris, which help create low-level descriptive healthcare analytics.

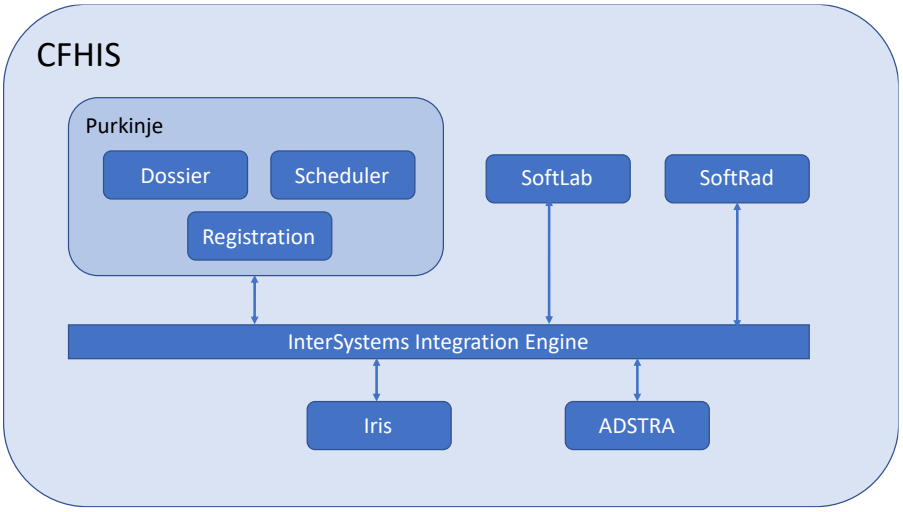

Figure 1 - CFHIS

The underlying information technology (IT) infrastructure for CFHIS is located in the Canadian Forces Base (CFB) Borden data centre in Ontario, Canada, which provides always-on, secure, privacy-act-

compliant service to more than thirty-one CFHS clinics and dental detachments across Canada, deployed operations, and ships at sea.

2.2 EHRP – The Future EHR Platform

The Electronic Health Records Platform (EHRP) project will replace CFHIS, providing an EHR platform that can provide modern clinical decision-support tools, advanced data-driven decision-making support (e.g., population health and cost and quality of care analytics), and a patient experience commensurate with DND's provincial and defence partners – none of which is available in CFHIS. The following subsections (0 through 0) provide context for the requirement stated in the subsequent sections of this statement of work starting in Section 3.

2.2.1 Canadian Forces Health Services Context

Reporting to the Commander of Military Personnel Command, CFHS operates an integrated and complex health jurisdiction. CFHS provides health services to the Canadian Armed Forces (CAF) globally, in both permissive and hostile environments, and comprises an integrated system of military and civilian healthcare professionals providing patient-focused, comprehensive, and evidence-based clinical, occupational, environmental, and operational medical and dental services. The Surgeon General's obligation to CAF personnel is to provide the services necessary to promote and maintain good health and mental well-being; prevent disease and injury; diagnose and treat injury, illness, and disability; and facilitate a rapid return to operational fitness or the best possible degree of health.

2.2.2 EHRP Project Boundaries

The EHRP will include an enhanced electronic health record in both official languages, together with advanced analytics software and a patient portal.

2.2.3 EHRP High-Level Mandatory Requirements (HLMR)

Table 2 - High Level Mandatory Requirements (HLMR) shows the overall requirements of the EHRP at the highest level of abstraction.

HLMR	Description
HLMR 1 – **Privacy/Security of Personal Information**	The ability to safeguard the privacy and security of personal health information compliant with all relevant legislation and CAF requirements.
HLMR 2 – **Interactive and Flexible User Experience**	The ability to provide an interactive and flexible user experience according to the type of user, e.g., patient, clinician, epidemiologist, public health specialist, cost & performance analyst, researcher, etc.
HLMR 3 – **Clinical and Population Health Decision Support**	The ability to provide clinical decision support to healthcare providers both during individual clinical encounters and when monitoring the health of the overall patient population. Note that this aligns with the Healthcare Information and Management Systems Society (HIMSS) Analytics Adoption Model for Analytics Maturity (AMAM) Stage 5.
HLMR 4 – **Information Sharing with Partners**	The ability to share designated portions of the electronic health record in a two-way exchange between the CAF and NATO healthcare providers, and between the CAF and external healthcare providers and payment processors.
HLMR 5 – **Information Sharing with Patients**	The ability to have patients view their electronic health record and contribute to it, schedule appointments, and support secure communications with their designated healthcare providers.

HLMR 6 – **Deployability and Accessibility**	The ability for all users to access the EHR in a deployed environment, including ships at sea, as well as domestically in Canada.
HLMR 7 – **Long Term Sustainability**	The ability (tools and processes) to support the assessment of the performance of the healthcare system, continuous quality improvement, and the analysis of the cost of care. Note that this aligns with the Healthcare Information and Management Systems Society (HIMSS) Analytics Adoption Model for Analytics Maturity (AMAM) Stage 5.
HLMR 8 – **Core EHR Functionality**	The EHRP provides an electronic health record that permits the CAF to attain the Healthcare Information and Management Systems Society (HIMSS) Outpatient EMR Adoption Model (O-EMRAM) Stage 7.

Table 2 - High Level Mandatory Requirements

2.2.4 EHRP Concept of Operation

Figure 2 shows the overall concept of operation of the EHRP, which is, like CFHIS, a system of systems, one of which is a core EHR. It is not intended to indicate a specific information technology architecture or geographic architecture. Rather, it is intended to show how each element of the EHRP fits together, including the typical users of each element. Information flow, which is usually, but not always, bi-directional, is indicated by the arrows.
The numbers in dark blue circles denote the HLMR to which the element is most strongly associated and those numbers in lighter blue circles denote those other HLMRs to which the element is associated. The boundaries of the EHRP itself are indicated by the light grey box but the EHRP will interact with other systems beyond its logical boundaries.

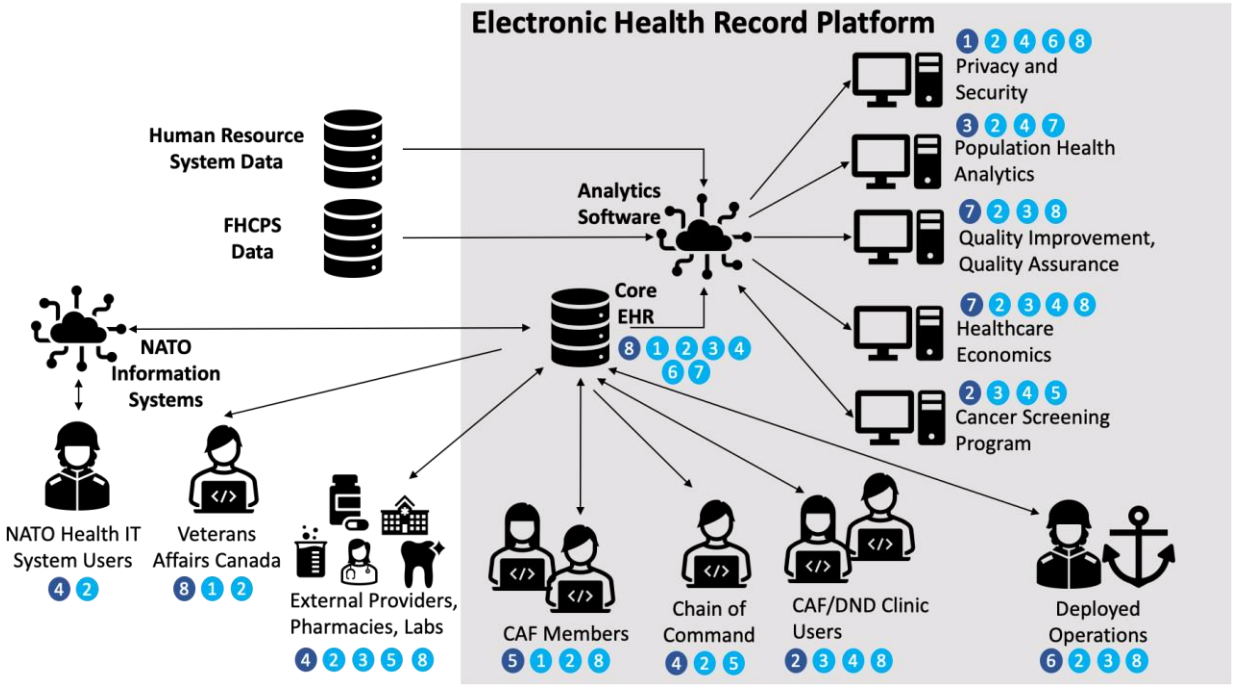

Figure 2 -EHRP Concept of Operation

2.2.4.1 Human Resource System Data

Guardian, the current DND human resource database for CAF members, will provide demographic data such as CAF members' service number, rank, unit, sex, gender, date of birth, etc. as an input to the EHRP.

2.2.4.2 FHCPS Data

The federal health claim processing system (FHCPS), currently operated by *Medavie Blue Cross*™, is a repository of information on all payments made to healthcare professionals and organizations outside of CAF/DND. Such information includes payments for outpatient specialist services (e.g., surgeons, obstetricians, dermatologists, etc.), payments for in-patient hospital services, payments for advanced diagnostic imaging, etc. This database is a rich source of information that, when combined with data from the core EHR (next section), could provide key insights into overall healthcare utilization patterns.

2.2.4.3 Core EHR

At the centre of the EHRP will be a "core EHR", which embodies the "traditional" capabilities of a modern EHR such as the ability of healthcare providers in multiple separate locations to record (i.e., "chart") information related to various clinical encounters with their patients and to retrieve information recorded by other healthcare providers. In short, it acts as a central repository for all clinical information recorded on every patient.

2.2.4.4 Analytics Software

Depending on the final delivered solution, the EHRP will incorporate either one or multiple software applications that will provide the ability to combine data from the core EHR, the Human Resource System, and FHCPS and analyze it for consumption by several distinct types of users, mostly located within CFHS Headquarters, but possibly in subordinate headquarters:

1. Privacy and Security – Designated users will have the ability to audit transactions by EHRP users and external systems to identify privacy or security breaches. As well, designated users would have the ability to control users' access to any element of the EHRP.
2. Population Health – Primarily in the CFHS headquarters environment, but also disseminated to the clinic environment, would be the ability to monitor the health of the patient population against various key indicators.
3. Quality Improvement and Quality Assurance – Related to population health requirements, is the need for various users at the headquarters and the clinic levels to stand-up and analyze clinical quality improvement (QI) initiatives and to monitor the quality of care (a quality assurance, QA, activity) provided by the diverse spectrum of clinicians in CFHS.
4. Healthcare Economics – Closely related to QI and QA is the analysis of the economics of care. This ability would require the healthcare economics analyst to combine data from FHCPS and the core EHR.
5. Cancer Screening Programs – The EHRP will need to support users at the CFHS headquarters and lower levels in the set-up of a screening program for three distinct types of cancer, incorporating both opportunistic and programmatic elements. This will require the merging of data from the human resource system database as well as EHR data and will require, as CFHS users, a combination of population health physician specialists and clerical support staff.

2.2.4.5 Veterans Affairs Canada

When CAF members, either still serving in the military or released from the military, have incurred an injury or illness that leads to a disability, they are entitled to apply for a disability award from Veterans Affairs Canada (VAC). So that VAC administrators can adjudicate these applications and update them as required, they require limited read-only access to the relevant patient records in the core EHR.

2.2.4.6 NATO and other Allies

The CAF works closely with its NATO partners and other allies and is often co-dependent with them for providing healthcare services to CAF members and partner military members during deployed operations

and for evacuation of casualties from the point of injury to Canada. Conceptually, being able to fully interoperate with allied countries' EHRs and other related IT systems in a two-way fashion is a crucial element in providing seamless care in this dynamic deployed environment.

2.2.4.7 External Providers, Pharmacies, Laboratories

Similar to the requirement for NATO EHR interoperability, CAF patients would benefit from a two-way exchange of information (within the limitations of the Privacy Act and other relevant Government of Canada legislation), between DND and these external providers.
For external providers, such as medical and dental specialists, this would encompass electronic referrals and consultations rather than the document scanning and faxing approach currently used. For pharmacies, this would involve the ability of healthcare providers to order prescriptions electronically and receive information about dispensed medication. And, for laboratories and other diagnostic facilities, this would involve the ability to send requisitions for services and receive results into the core EHR electronically.

2.2.4.8 CAF Members

CAF members themselves will have the opportunity to view health-related data recorded in the core EHR and contribute to it under certain conditions. CAF members would also be able to schedule appointments and receive information from their designated healthcare team members.

2.2.4.9 Chain of Command (Supervisors)

The chain of command (i.e., the supervisors of CAF members) will have the ability to view administrative data (not personal health information) stored in the core EHR related to their members' medical and dental status, i.e., the medical "category" and dental "category," as well as any occupational limitations associated with their categories.
At higher levels of command, commanders of the Navy, Army, Air Force, etc., as well as their subordinate commanders at lower levels within their respective commands, are becoming increasingly interested in the burden of various health conditions, such as mental health conditions, within their areas of responsibility. The EHRP will provide aggregated (de-identified) data about those CAF members under their command to facilitate any interventions that may be considered by their leadership.

2.2.4.10 CAF/DND Clinic Users

Not just healthcare providers, but many diverse types of users (such as healthcare clerks, preventive medicine technicians and billing clerks), will require access to the core EHR data and support to their respective workflows as part of their responsibilities in CFHS clinics.

2.2.4.11 Deployed Operations

The EHRP must also be able to connect to the core EHR in a variety of low and high available data bandwidth situations and must support the ability for healthcare providers to record healthcare interventions when no connectivity exists, in both field and shipboard environments.

3. Scope

The contractor must perform and complete the work described in this Statement of Work (SOW) with care, diligence, and efficiency. The Technical Authority (TA) for this requirement will make available to the contractor reference persons and unclassified, and undesignated (i.e., not “Protected”) documents to provide context regarding subject areas relevant to the work below.
The contractor personnel would consist of a minimum of Qty 2.5 x Health Informaticist/Engineer subject matter expert (SME|, Qty 1 x Technical Writer, and Qty 1 x Project Lead; not all of whom are tasked at 100% throughout the contract.

The contractor must perform work in three overall phases, which will be described in more detail in subsequent sub-sections:

1. Phase 1 – Data Model Creation and Data Quality Assessment: Create a data model and then assess the data currently held in the current CFHIS production environment (which includes Purkinje, ADSTRA, SoftLab, and SoftRad).
2. Phase 2 – Data Migration Decision Framework: Provide a data migration decision framework, considering the quality of the data (e.g., does it require cleansing or conversion) established in Phase 1, the utility of the data for various users, and requirements for compliance with internal and external policies for retention and disposition.
3. Phase 3 – Data Migration Implementation Plan: Provide an overall plan, based on Phases 1 and 2, of how to implement the migration of data to a future EHR, including the development of a data governance framework specific to this activity.

3.1 Phase 1 – Data Model Creation and Data Quality Assessment

3.1.1 Data Model Creation

The contractor must create a data model, as follows, representing the data contained in the CFHIS production environment, which includes the Purkinje, ADSTRA, SoftLab and SoftRad products:

1. Data Elements – Identify all data elements and categorize data elements in terms of a hierarchical relationship, e.g., data class and data elements. A simple example of such a hierarchical relationship is provided in the Appendix to this SOW, but the contractor is not required to adhere to that example.
2. Data Format – Specify the format of all data elements (e.g., in the case of discrete data fields, is the data format binary, floating point, text, etc.?)
3. Data Structure – Identify whether data is structured (captured in discrete data fields such as diagnoses, digital lab data, medication lists, allergy profiles, and patient demographic data) or unstructured (e.g., scanned specialist consult reports, free-texted clinical note fields such as history of present illness (HPI), family medical history, and plan sections).
4. Identify Data Schema used in Structured Data – Identify the coding structures used for all structured data such as the International Statistical Classification of Diseases and Related Health Problems Version 10 Canada (ICD-10-CA), Diagnostic and Statistical Manual Version 5 (DSM-5), Systemized Nomenclature of Medicine - Clinical Terms (SNOMED CT), dental Uniform System of Coding and List of Services (USC&LS).
5. Data Source – Identify the source of each data element. For example, patient demographic information in the Purkinje Registration module is sourced from an external human resource management system.

3.1.2 Data Quality Assessment

The contractor must evaluate the quality of the current data contained in the CFHIS production environment as follows:

1. Does the data require cleansing or conversion to be used in a modern EHR (e.g., for the data to be mapped to a new data schema or to use open interoperability standards such as Health Level 7 Fast Healthcare Interoperability Resources (HL7® FHIR®)?)
2. Is the data of sufficient quality to support data-driven decision-making? For example, but not limited to:
    a. Can structured data be used “as is”?,
    b. Is there value in using natural language processing (NLP) to unlock insights contained in unstructured data such as free-text clinical note fields?, and
    c. Is there value in trying to unlock insights from unstructured data contained in selected scanned documents using optical character recognition (OCR) techniques, possibly together with NLP?

3.2 Phase 2 – Data Migration Decision Framework

The contractor must provide a data migration decision framework that first classifies the data assessed in Phase 1 and then incorporates a decision tree that addresses whether to migrate data and, if so, how to do so.

1. Data Classification – The contractor must classify all data as one of, or a combination of, the classifications below:
    a. Immediately Available Mandatory Clinical and Related Data – Data that must be migrated to a new EHR production data storage to support the provision of healthcare services to currently-serving CAF members. This would include, for example, each member’s dental status, current allergy profile, immunizations, medication lists, diagnoses, other elements of the cumulative patient profile (CPP), and other data such as recent consults. The contractor must also, based on their knowledge of best practices in the healthcare industry, provide advice to DND regarding how many years of clinical and related data for currently-serving CAF members is required to be available immediately at the user’s “fingertips” during, for example, clinical encounters, and how much can be stored in a less immediately-available way.
    b. Historical Data – Data, to be stored in a new EHR’s historical data storage, that is not required to support the provision of healthcare services to currently-serving CAF members. For example, this would be all data on former CAF members who have released or are otherwise no longer in the CAF, unsuccessful applicants to the CAF and, in some instances, records associated with providing care to civilians. Historical data may, for example, be useful for research or epidemiological trending analysis. Also, historical data may have to be retained in accordance with various policies for internal-to and external-to DND policies for retention and disposition.
    c. No Business Value – Data that, in accordance with current policies (internal to CFHS and external), does not have to be retained in a new EHR system and should thus be discarded, such as copies of fitness test results, CF-98s (Report of Injury, Disease or Illness), and data maintained in other databases wherein those databases form the official database of record for that data.

Phase 2
Data Migration Decision Framework

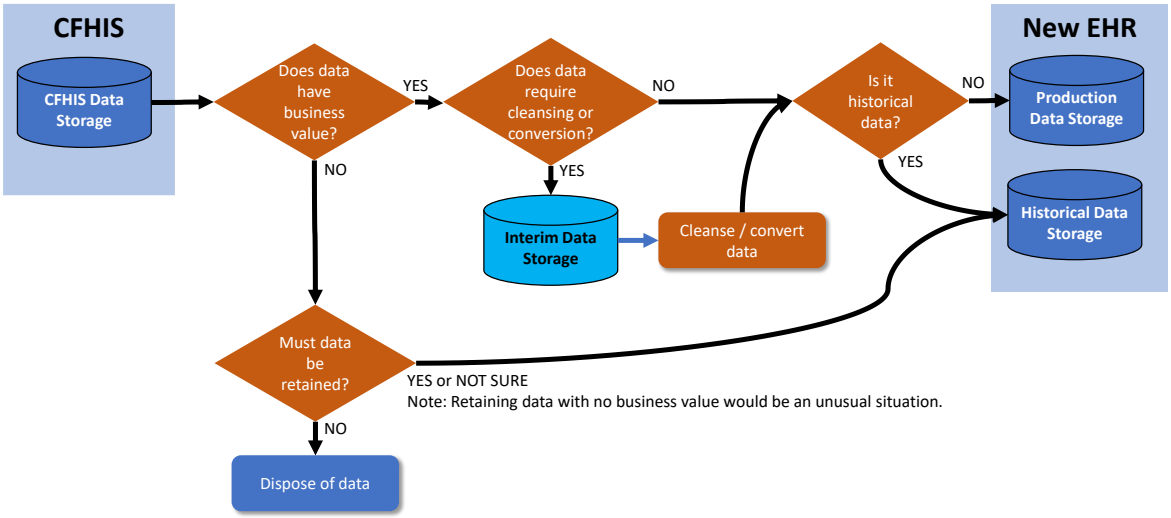

Figure 3 - Data Migration Decision Framework

2. Data Migration Decision Framework - Given the results of the data classification activity above, and considering the data assessment carried out in Phase 1 of this requirement, the contractor must provide a data migration decision framework similar to the framework provided in Figure 3 showing how data will be migrated from the current CFHIS to a new EHR. For all the decision points indicated in orange in the Figure, as well as for the cleanse/convert data activity, the contractor must provide sufficient detail for DND to be able to use this framework to make the decisions associated with the future data migration activity.

3.3 Phase 3 – Data Migration Implementation Plan

In this final phase of the requirement, the contractor must provide a detailed technical description of the steps required to move data from the CFHIS data storage to a new EHR's data storage. As well, the contractor must specify the ancillary data governance activities required specific to the data migration activity as per Sections 0 and 0 of this SOW.

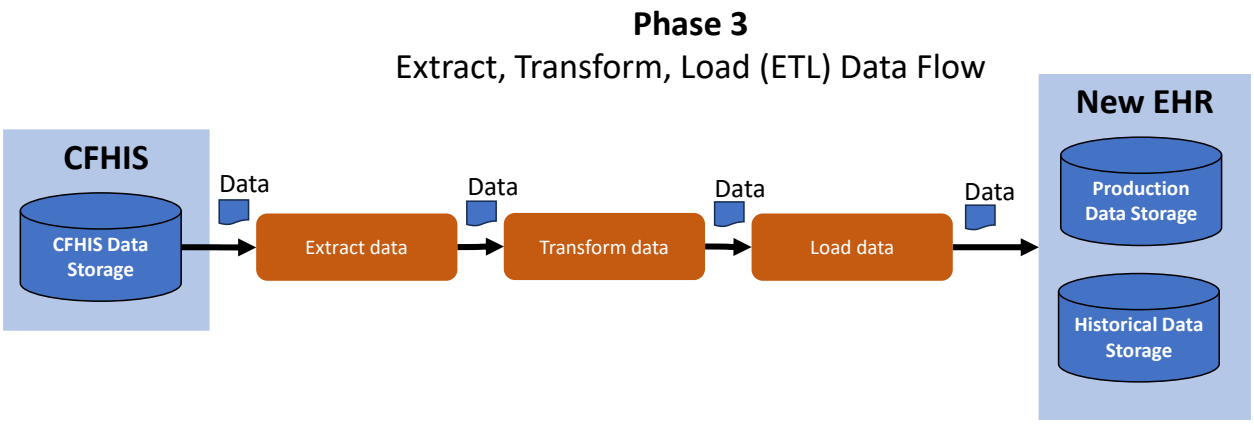

Figure 4 - Extract, Transform, Load (ETL) Data Flow

3.3.1 Extract, Transform, Load (ETL) Data Flow

For data that will be retained in accordance with the Data Migration Decision Framework detailed in Phase 2 of this requirement, the contractor must provide the method of extracting, transforming, and loading (ETL) the data from CFHIS into a new EHR system, with Figure 4 providing a reference data flow diagram. The contractor must perform the following work items:

1. Extract Data – For all data that will be retained and loaded eventually into the production data storage or historical data storage a new EHR, describe the interface requirements with each component of CFHIS and exactly how each data element will be extracted from the CFHIS data storage. For example, for data stored in Purkinje Dossier, the contractor must provide a detailed description of all the application programming interfaces (API) required to extract data and the format of the data that will be extracted through these APIs.
2. Transform Data – For all data to be extracted from CFHIS, the contractor must provide a detailed description regarding how this data will be transformed (if necessary) to be useable in a modern EHR, including what exact cleansing or conversion operations are required.
3. Load Data – For all data extracted and transformed from CFHIS, the contractor must show how the transformed data will be loaded into a new EHR and identify any specific challenges to doing so. As noted, given that the new EHR has not yet been selected, the contractor will not be required to provide more than a general appreciation of the steps required to load data into a new EHR, including an overview of the likely APIs, protocols, and data schema.

3.3.2 Data Migration Activity Detailed Planning

The ETL data flow is an important technical aspect of the data migration activity, but overall project management and data governance best practices need to be overlayed on top of the ETL activity. The contractor must provide a detailed plan for the data migration activity including, as a minimum, the following elements:

1. Data Governance Decision Making
    a. What Data Gets Migrated – Articulate what roles are required to make the decisions required as part of the data migration decision framework established in Phase 2 of this requirement. For example, the CFHS National Health Records Manager will likely be required to make decisions about the retention of health records whereas epidemiologists in the Directorate of Force Health Protection may be required to

make decisions about what data (historical or production) needs to be converted or cleansed in a way that makes it useful for their research or analytics needs.

b. Data Quality Assurance – Establish who decides whether migrated data meets the organization's needs and how they will measure this metric.

2. Project Plan – Specify the overall plan, including quantity and types/skill-sets of human resources required, data migration quality assurance plan, duration of activities (for example, will the data be converted in a "big bang" or while running CFHIS and a new EHR in parallel?), information technology (IT) requirements, and costs (e.g., for development of automated data conversion scripts).

3. Key Data Migration Activity Success Measures

The contractor must provide success methods that correspond to its detailed plan for data migration. The following three indicators, or variations of them, must be included among the provided success measures.

a. Data Volume Migrated – Measure the original volume of data required to be migrated and track progress during the migration activity. Separately track data destined for the production data storage and the historical data storage.

b. Data Quality Improvement Metric – Measure the amount of data that must be converted or cleansed during the data migration activity.

c. Cost Tracking – Track actual to forecast costs for the data migration activity.

4. Tasks and Deliverables

The contractor must provide the following deliverables in either Microsoft™ PowerPoint™ or Word™ format:

1. Phase 1 – Data Model Creation and Data Quality Assessment
   a. Data model,
   b. Data quality assessment report, and
   c. Summary report of findings.
2. Phase 2 – Data Migration Decision Framework
   a. Data migration decision framework, and
   b. Summary report of findings.
3. Phase 3 – Data Migration Implementation Plan
   a. Report on the interface requirements required to extract data from CFHIS,
   b. Report on the detailed description of how data will be transformed to be useable in a new EHR,
   c. Report on how data will be loaded into a new EHR, and
   d. Detailed plan for the data migration activity including, as a minimum, data governance decision-making, the project plan, and the key data migration activity success measures.
4. Closeout
   a. Summary report of findings.

5. Progress Reporting

In addition to providing the deliverables required in Section 4, the contractor must hold progress review meetings and provide progress reports every two weeks at a minimum. In addition to the bi-weekly progress review meetings, major progress review meetings must be held by the contractor at the following milestones. The times and locations of all meetings will be determined between the contractor and the DND TA.

1. Project Kick-Off (present overall plan for executing this work package)
2. Phase 1 Completion
3. Phase 2 Completion
4. Phase 3 Completion
5. Completion

6. Work Location

The work will be performed remotely and on-site at the DND Carling Campus on Moodie Drive in Ottawa. For work requiring access to the Department Wide Area Network (DWAN) or onsite, DND will provide sufficient office space, general-purpose office furniture and Electronic Data Processing (EDP) equipment/services (computer, keyboard, dual monitors, and access to the divisional LAN, subject to normal security requirements).

Abbreviations and Defined Terms

Abbreviation	Explanation
API	Application Programming Interface
BMI	Body Mass Index
CAF	Canadian Armed Forces
CFB	Canadian Forces Base
CFHIS	Canadian Forces Health Information System
CFHS	Canadian Forces Health Services
CPP	Cumulative Patient Profile
DND	Department of National Defence
DSM-5	Diagnostic and Statistical Manual Version 5
DWAN	Defence Wide Area Network
EDP	Electronic Data Processing
EHR	Electronic Health Record
EHRP	Electronic Health Records Platform
ETL	Extract, Transform, Load
FHIR	Fast Healthcare Interoperability Resources
HL7	Health Level 7
HLMR	High-Level Mandatory Requirement
HPI	History of Presenting Illness
ICD-10-CA	International Statistical Classification of Diseases and Related Health Problems Version 10 Canada
IT	Information Technology
LAN	Local Area Network
LIS	Laboratory Information System
OCR	Optical Character Recognition
NLP	Natural Language Processing
RIS	Radiology Information System
SDOH	Social Determinants Of Health
SNOMED CT	Systemized Nomenclature of Medicine - Clinical Terms
SOW	Statement of Work
TA	Technical Authority
USC&LS	Uniform System of Coding and List of Services

Appendix – United States Core Data for Interoperability Draft Version 4

Reference (last accessed 02 August 2023): https://www.healthit.gov/isa/united-states-core-data-interoperability-uscdi#uscdi-v4

Allergies and Intolerances
•Substance (Medication)
•Substance (Drug Class)
•Substance (Non-Medication)
•Reaction

Care Team Member(s)
•Care Team Member Name
•Care Team Member Identifier
•Care Team Member Role
•Care Team Member Location
•Care Team Member Telecom

Clinical Notes
•Consultation Note
•Discharge Summary Note
•History & Physical
•Procedure Note
•Progress Note

Diagnostic Imaging
•Diagnostic Imaging Test
•Diagnostic Imaging Report

Encounter Information
•Encounter Identifier
•Encounter Type
•Encounter Diagnosis
•Encounter Time
•Encounter Location
•Encounter Disposition

Facility Information
•Facility Identifier
•Facility Type
•Facility Name

Goals
•Patient Goals
•SDOH Goals
•Treatment Intervention Preference
•Care Experience Preference

Health Insurance Information
•Coverage Status
•Coverage Type
•Relationship to Subscriber
•Member Identifier
•Subscriber Identifier
•Group Number
•Payer Identifier

Health Status Assessment
•Health Concerns
•Functional Status

•Disability Status
•Mental/Cognitive Status
•Pregnancy Status
•Alcohol Use
•Substance Use
•Physical Activity
•SDOH Assessment
•Smoking Status

Immunizations
•Immunizations

Laboratory
•Tests
•Values/Results
•Specimen Type
•Result Status
•Result Unit of Measure
•Result Reference Range
•Result Interpretation
•Specimen Source Site
•Specimen Identifier
•Specimen Condition and Disposition

Medical Device
•Unique Device Identifier -Implantable

Medications
•Medications
•Dose
•Dose Unit of Measure
•Indication
•Fill Status
•Medication Instructions
•Medication Adherence

Patient Demographics /Information
•First Name
•Last Name
•Middle Name (Including middle initial)
•Name Suffix
•Previous Name
•Date of Birth
•Date of Death
•Race
•Ethnicity
•Tribal Affiliation
•Sex
•Sexual Orientation
•Gender Identity
•Preferred Language
•Current Address
•Previous Address
•Phone Number
•Phone Number Type

•Email Address
•Related Person's Name
•Relationship Type
•Occupation
•Occupation Industry

Patient Summary and Plan
•Assessment and Plan of Treatment

Problems
•Problems
•SDOH Problems/Health Concerns
•Date of Diagnosis
•Date of Resolution

Procedures
•Procedures
•Time of Procedure
•SDOH Interventions
•Reason for Referral

Provenance
•Author Organization
•Author Time Stamp

Vital Signs
•Systolic Blood Pressure
•Diastolic Blood Pressure
•Average Blood Pressure
•Heart Rate
•Respiratory Rate
•Body Temperature
•Body Height
•Body Weight
•Pulse Oximetry
•Inhaled Oxygen Concentration
•BMI Percentile (2 - 20 years)
•Weight-for-length Percentile (Birth - 24 Months)
•Head Occipital-frontal Circumference Percentile (Birth- 36 Months)

ANNEX B

BASIS OF PAYMENT

For the contract period from xx/YYY/2024 to xx/YYY/2024:

#	Milestone	Description	Cost
1	Project Kick-Off	Initial discussion/planning session	$
2	Phase 1 Completion	Data Model Creation and Data Quality Assessment	$
3	Phase 2 Completion	Data Migration Decision Framework	$
4	Phase 3 Completion	Data Migration Implementation Plan	$
5	Completion	Summary report of findings	$

ANNEX C

SECURITY REQUIREMENTS CHECK LIST

Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat
W6369-240393
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 Organizati: Ministère ou organisme gouvernemental d'origine: DND
2. Branch or Directorate / Direction générale ou Direction: ADM(Mat)/DG Proc Svcs

3. a) Subcontract Number / Numéro du contrat de sous-traitance: N/A
3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant: N/A

4. Brief Description of Work / Brève description du travail:
Data held the current Electronic Health Record (EHR) production environment to be assessed and then, based on this assessment, a detailed plan created for archiving, disposing of, or migrating the data to a new EHR when a future EHR is procured.

5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	✔ No Non	☐ 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?	✔ No Non	☐ 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)	☐ No Non	✔ 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.	✔ No Non	☐ Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	✔ No Non	☐ 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 ✔	NATO / OTAN ☐	Foreign / Étranger ☐
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion ✔	All NATO countries / Tous les pays de l'OTAN ☐	No release restrictions / Aucune restriction relative à la diffusion ☐
Not releasable / À ne pas diffuser ☐		
Restricted to: / Limité à : ☐	Restricted to: / Limité à : ☐	Restricted to: / Limité à : ☐
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 ✔	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ ☐	PROTECTED A / PROTÉGÉ A ☐
PROTECTED B / PROTÉGÉ B ✔	NATO RESTRICTED / NATO DIFFUSION RESTREINTE ☐	PROTECTED B / PROTÉGÉ B ☐
PROTECTED C / PROTÉGÉ C ☐	NATO CONFIDENTIAL / NATO CONFIDENTIEL ☐	PROTECTED C / PROTÉGÉ C ☐
CONFIDENTIAL / CONFIDENTIEL ☐	NATO SECRET / NATO SECRET ☐	CONFIDENTIAL / CONFIDENTIEL ☐
SECRET / SECRET ☐	COSMIC TOP SECRET / COSMIC TRÈS SECRET ☐	SECRET / SECRET ☐
TOP SECRET / TRÈS SECRET ☐		TOP SECRET / TRÈS SECRET ☐
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) ☐		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) ☐

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada

Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat
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UNCLASSIFIED

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

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? — No ✔ / Non — Yes / Oui
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 :

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

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

✔ RELIABILITY STATUS / COTE DE FIABILITÉ	CONFIDENTIAL / CONFIDENTIEL	SECRET / SECRET	TOP SECRET / TRÈS SECRET
TOP SECRET– SIGINT / TRÈS SECRET – SIGINT	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET / NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET
SITE ACCESS / ACCÈS AUX EMPLACEMENTS			

Special comments:
Commentaires spéciaux :

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

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

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? — No ✔ / Non — Yes / Oui
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

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

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? — No ✔ / Non — Yes / Oui
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

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? — No ✔ / Non — Yes / Oui
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?

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

Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat
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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 CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ A	PROTECTED / PROTÉGÉ B	PROTECTED / PROTÉGÉ C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
Information / Assets / Renseignements / Biens																
Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☑ No / Non ☐ Yes / Oui

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

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☑ No / Non ☐ Yes / Oui

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

Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat
W6369-240393
Security Classification / Classification de sécurité
UNCLASSIFIED

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

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

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	Date
Bradley Stewart	DHI/ CMIO	STEWART, BRADLEY 603 — Digitally signed by STEWART, BRADLEY 603 Date: 2023.10.26 09:01:09 -04'00'	

Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
613-793-7863		bradley.stewart2@forces.gc.ca

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

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	Date
Sasa Medjovic	Senior security analyst	MEDJOVIC SASHA 234	

Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
613-996-0286		sasa.medjovic@forces.gc.ca

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

☑ No / Non ☐ Yes / Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	Date
Alex Cochran	DES Proc 2-6-3	COCHRAN, WILLIAM 962 — Digitally signed by COCHRAN, WILLIAM 962 Date: 2024.01.12 08:49:50 -05'00'	

Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
343-548-7265		alex.cochran@forces.gc.ca

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

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	Date
C. Jason Quade Contract Security Officer Jason.Quade@tpsgc-pwgsc.gc.ca		Quade, Clarence — Digitally signed by Quade, Clarence Date: 2023.11.16 12:49:35 -05'00'	

Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel

ANNEX D

NON-DISCLOSURE AGREEMENT

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 Number W6369-240393 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 Contract number: W6369-240393

_____
Signature

_____
Date