



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

Bid Receiving/Réception des soumissions

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**REQUEST FOR
PROPOSAL**

**DEMANDE DE
PROPOSITION**

Proposal to: Royal Canadian Mounted Police

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

Proposition aux : Gendarmerie royale du Canada

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

Comments: - Commentaires :

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

LE PRÉSENT DOCUMENT COMPORTE UNE EXIGENCE EN MATIÈRE DE SÉCURITÉ

Title – Sujet RCMP International Health Services – Deployment Health Assessments		Date 2024-07-03
Solicitation No. – N° de l'invitation 202306314		
Client Reference No. - No. De Référence du Client 202306314		
Solicitation Closes – L'invitation prend fin		
At / à :	14:00	EDT (Eastern Daylight Time) HAE (heure avancée de l'Est)
On / le :	2024-08-14	
Delivery - Livraison See herein — Voir aux présentes	Taxes - Taxes See herein — Voir aux présentes	Duty – Droits See herein — Voir aux présentes
Destination of Goods and Services – Destinations des biens et services See herein — Voir aux présentes		
Instructions See herein — Voir aux présentes		
Address Inquiries to – Adresser toute demande de renseignements à Angelo.Kaldis@rcmp-grc.gc.ca		
Telephone No. – No. de téléphone 519-318-3897		
Delivery Required – Livraison exigée See herein — Voir aux présentes		Delivery Offered – Livraison proposée
Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l'entrepreneur :		
Telephone No. – No. de téléphone	Facsimile No. – No. de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)		
Signature	Date	

Important Notice to Bidders:

Migration of the Standard Acquisition Clauses and Conditions Manual (SACC Manual)

As part of the Public Services and Procurement Canada transformation agenda, the SACC manual has been archived and migrated to the CanadaBuys website. It can be accessed through the following link to the [Archived – Standard Acquisition Clauses and Conditions Manual](#) landing page.

Follow the instructions on the page to learn how to search in the Archived SACC Manual for referenced clauses within this document.

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PART 1 - GENERAL INFORMATION

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

1.1 Introduction

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security 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 Check List (SRCL) & Security Guide, the Insurance Requirements, and the Technical Evaluation. The Attachments include Attachment 1 to Part 5: Certificate of Independent Bid Determination and the Appendices include the Bidder Submission Form.

1.2 Summary

1.2.1

The Royal Canadian Mounted Police is inviting Bidders, by issuance of this RFP, to establish a contract for the provision of medical and psychological assessments through a distributed network, across Canada, of private sector health-care clinics and health-care professionals for police personnel on deployments on an “as and when requested” basis. The contract will be for one year with the option to extend the term of the Contract by up to four (4) additional one (1) year period(s) under the same conditions.

1.2.2

"There are security requirements associated with this requirement. For additional information, consult Part 6 - Security 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](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website. Please note, the above website is specific to PWGSC requirements and processes may differ from RCMP requirements."

1.3 Debriefings

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

1.4 Recourse Mechanisms

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

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

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

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

Delete: 60 days

Insert: 180 days

2.2 Submission of Bids

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

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

Bids transmitted by facsimile to RCMP will not be accepted.

2.3 Enquiries - Bid Solicitation

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

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

the proprietary nature of the question(s) is eliminated and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.4 Applicable Laws

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

2.5 Promotion of Direct Deposit Initiative

The following information is not related to the solicitation process:

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

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

Should you have any questions regarding the Cheque Standardization Project or if you want to register, please contact the following email: corporate_accounting@rcmp-grc.gc.ca

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 seven (7) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

2.7 Volumetric Data

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

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

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

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

Section IV: Additional Information (one soft copy in PDF format)

Important Note:

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

- a. receipt of garbled or incomplete bid;
- b. delay in transmission or receipt of the bid to the Contracting Authority's email inbox (the date & time on the email received by the Contracting Authority is considered the date & time of receipt of the bid submission);
- c. availability or condition of the receiving equipment;
- d. incompatibility between the sending and receiving equipment;
- e. failure of the Bidder to properly identify the bid;
- f. illegibility of the bid; or
- g. security of bid data.

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

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

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

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

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

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

1. Include all environmental certification(s) relevant to your organization (e.g. ISO 14001, Leadership in Energy and Environmental Design (LEED), Carbon Disclosure Project, etc.)
2. Include all environmental certification(s) or Environmental Product Declaration(s) (EPD) specific to your product/service (e.g. Forest Stewardship Council (FSC), ENERGYSTAR, etc.)
3. Unless otherwise noted, Bidders are encouraged to submit bids electronically. If hard copies are required, Bidders should:
 - a. use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
 - b. use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid

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

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

Section II: Financial Bid

- 3.1.1** Bidders must submit their financial bid in accordance with the Basis of Payment in Annex "B" using provided Attachment 1 to Annex B: Excel spreadsheet, Financial Criteria.xlsx.

3.1.2 Exchange Rate Fluctuation

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

Section III: Certifications

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

Section IV: Additional Information

3.1.3 Bidder's Proposed Site(s) or Premises Requiring Safeguarding Measures

3.1.3.1 As indicated in Part 6 under Security Requirements, the Bidder must provide the full address(es) of the Bidder's and proposed individual(s)' site(s) or premises for which safeguarding measures are required for Work Performance:

Street Number / Street Name, Unit / Suite / Apartment Number
City, Province, Territory / State
Postal Code / Zip Code
Country

3.1.3.2 The Company Security Officer (CSO) must ensure through the RCMP Departmental Security Branch (DSB) or the RCMP Regional Departmental Security Sections (RDSS) that the Bidder and proposed individual(s) hold a valid security clearance at the required level, as indicated in Part 6 – Security, Financial and Other Requirements.

3.1.4 Insurance Certificate

As indicated in Part 6 under Insurance Requirements, the Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex "D".

3.1.5 Bidder's Submission Form

Bidders are requested to include the Bidder's Submission Form with their bid. It provides a common form in which Bidders can provide information required for evaluation and issuances of a contract. Using the form to provide this information is not mandatory, but it is recommended. If Canada determines that the information required by the Bidder's Submission Form is incomplete or requires correction, Canada will provide the Bidder with an opportunity to do so.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- a. Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- b. An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

Mandatory technical evaluation criteria are included in Annex E.

4.1.2 Financial Evaluation

The price of the Bid will be evaluated in Canadian dollars, Applicable Taxes excluded, DDP destination, Canadian customs duties and excise taxes included.

4.2 Basis of Selection

4.2.1 Basis of Selection – Mandatory Technical Criteria

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

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Precedent to Contract Award and Additional Information

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

5.1.1 Integrity Provisions

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

- Declaration of Convicted Offences - Integrity Declaration Form (as applicable)
- Required Documentation (List of names for integrity verification form)

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

5.1.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

5.1.3 Additional Certifications Precedent to Contract Award

5.1.3.1 Independent Bid Determination

The attached Certificate of Independent Bid Determination (attached [ATTACHMENT 1 to PART 5 - CERTIFICATE OF INDEPENDENT BID DETERMINATION](#)) has been developed by the federal Competition Bureau for use by the Contacting Authority when calling for bids, tenders or quotations. The intention of this documentation is to deter bid-rigging by requiring Bidders to disclose, to the Contracting Authority, all material facts about any communications and arrangements which the Bidder has entered into with competitors regarding the call for tenders.

5.1.3.2 Former Public Servant

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

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

Yes () No ()

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

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

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

Work Force Adjustment Directive

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

Yes () No ()

If so, the Bidder must provide the following information:

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

5.1.3.3 Status and Availability of Resources

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

For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

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

5.1.3.4 Education and Experience

5.1.3.4.1 *SACC Manual* clause [A3010T](#) (2010-08-16) Education and Experience

ATTACHMENT 1 to PART 5 - CERTIFICATE OF INDEPENDENT BID DETERMINATION

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

(Corporate Name of Recipient of this Submission)

for: _____

(Name and Number of Bid and Project)

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

(Name of Tendering Authority)

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

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

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the Bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the Bidder;
4. each person whose signature appears on the accompanying bid has been authorized by the Bidder to determine the terms of, and to sign, the bid, on behalf of the Bidder;
5. for the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the Bidder, whether or not affiliated with the Bidder, who:
 - (a) has been requested to submit a bid in response to this call for bids;
 - (b) could potentially submit a bid in response to this call for bids, based on their qualifications, abilities or experience;
6. the Bidder discloses that (check one of the following, as applicable):
 - (a) the Bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with, any competitor;
 - (b) the Bidder has entered into consultations, communications, agreements or arrangements with one or more competitors regarding this call for bids, and the Bidder discloses, in the attached document(s), complete details thereof, including the names of the competitors and the nature of, and reasons for, such consultations, communications, agreements or arrangements;

7. in particular, without limiting the generality of paragraphs (6)(a) or (6)(b) above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) methods, factors or formulas used to calculate prices;
 - (c) the intention or decision to submit, or not to submit, a bid; or
 - (d) the submission of a bid which does not meet the specifications of the call for bids;except as specifically disclosed pursuant to paragraph (6)(b) above;

8. in addition, there has been no consultation, communication, agreement or arrangement with any competitor regarding the quality, quantity, specifications or delivery particulars of the products or services to which this call for bids relates, except as specifically authorized by the Tendering Authority or as specifically disclosed pursuant to paragraph (6)(b) above;

9. the terms of the accompanying bid have not been, and will not be, knowingly disclosed by the Bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening, or of the awarding of the contract, whichever comes first, unless otherwise required by law or as specifically disclosed pursuant to paragraph (6)(b) above.

(Printed Name and Signature of Authorized Agent of Bidder)

(Position Title)

(Date)

PART 6 – SECURITY AND OTHER REQUIREMENTS

6.1 Security Requirements

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

6.2 Insurance Requirements

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex "D".

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

PART 7 - RESULTING CONTRACT CLAUSES

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

Important Notice to Contractor:

Migration of the Standard Acquisition Clauses and Conditions Manual (SACC Manual)

As part of the Public Services and Procurement Canada transformation agenda, the SACC manual has been archived and migrated to the CanadaBuys website. It can be accessed through the following link to the [Archived – Standard Acquisition Clauses and Conditions Manual landing page](#).

Follow the instructions on the page to learn how to search in the Archived SACC Manual for referenced clauses within this document.

7.1 Statement of Work

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

7.2 Standard Clauses and Conditions

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

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

7.2.1 General Conditions

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

7.2.2 Supplemental General Conditions

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

[A9122C](#) (2008-05-12), Protection and Security of Data Stored in Databases, apply to and form part of the contract.

7.3 Security Requirements

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

1. Resources must be cleared as per the requirements of the attached SRCL and Security Guide (Annex C).
2. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of RCMP.
3. The Contractor must comply with the provisions of the SRCL and security clauses attached at Annex C.

7.3.2 Contractor's Site(s) or Premises Requiring Safeguarding Measures

7.3.2.1 Where safeguarding measures are required in the performance of the Work, the Contractor must diligently maintain up-to-date the information related to the Contractor's and proposed individuals' sites or premises as listed in Annex A – Statement of Work, section 9 Location of Work.

7.3.2.2 The Company Security Officer (CSO) must ensure through the RCMP Departmental Security Branch (DSB) or the RCMP Regional Departmental Security Sections (RDSS) that the Contractor and individual(s) 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 to _____ inclusive (**to be inserted at contract award**).

7.4.2 Option to Extend the Contract

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

Canada may exercise this option at any time by sending a written notice to the Contractor at least fourteen (14) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

7.4.3 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified in Annex A – Statement of Work, section 9 Location of Work of the Contract **(to be inserted at contract award)**.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Angelo Kaldis
 Title: Procurement Specialist, HQ Procurement and Contracting
 Royal Canadian Mounted Police
 Address: 73 Leikin Drive, Mailstop #15, Ottawa, Ontario, K1A 0R2
 Telephone: 519-318-3897
 E-mail address: Angelo.Kaldis@rcmp-grc.gc.ca

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

7.5.2 Project Authority (to be inserted at contract award)

The Project Authority for the Contract is:

Name: _____
 Title: _____
 Royal Canadian Mounted Police
 Directorate: _____
 Address: _____
 Telephone: ____ - ____ - _____
 E-mail address: _____

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

7.5.3 Contractor's Representative (to be inserted at contract award)

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

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Payment

7.7.1 Basis of Payment

The Contractor will be paid its Firm All-Inclusive Rates, Firm Assessment Rates and Firm Unit Rates as detailed at Annex B - Basis of Payment, for work performed in accordance with the Contract. Customs and duties included and applicable taxes are extra. The actual number of hours worked, assessments provided, and units administered will be on an “as and when” requested basis.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

7.7.2 Limitation of Expenditure

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

7.7.3 Method of Payment – Monthly Payment

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

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

7.7.4 Time Verification

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

7.8 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice shall accurately and separately identify the costs of:

- a. Services provided to individual candidates and candidate dependents (by name and deployment location) reflecting all the appropriate individual items in the Annex B - Basis of Payment;
- b. The unit prices for the member's medical and psychological assessments and immunizations.
- c. The Administration Services utilized (Administrative Support, Physician, Psychologist, Nurse) and their firm all-inclusive hourly rates.

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
- b. a copy of the release document and any other documents as specified in the Contract;

2. Invoices must be distributed as follows:

- a. One (1) copy must be forwarded to the Project Authority identified under the section entitled "Authorities" of the Contract for certification and payment.

7.9 Certifications and Additional Information

7.9.1 Compliance

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

7.10 Applicable Laws (to be inserted at contract award)

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

7.11 Priority of Documents

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

- a. the Articles of Agreement;
- b. the supplemental general conditions [4008](#) (2008-12-12), Personal Information;
- c. the supplemental general conditions [A9122C](#) (2008-05-12), Protection and Security of Data Stored in Databases;
- d. the general conditions [2035](#) (2022-12-01), General Conditions - Higher Complexity - Services;
- e. Annex A, Statement of Work;
- f. Annex B, Basis of Payment;
- g. Annex C, Security Requirements Check List and guide;
- h. Annex D, Insurance Requirements;
- i. the Contractor's bid dated _____ *(to be inserted at contract award)*.

7.12. Procurement Ombudsman**7.12.1 Dispute Resolution**

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

7.12.2 Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by the complainant respecting administration of this contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met.

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

7.13 Insurance Requirements – Specific Requirements

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

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

ANNEX A – STATEMENT OF WORK

1. TITLE

RCMP International Health Services – Deployment Health Assessments

2. BACKGROUND

The goal of International Special Services (ISS) is to support the Government of Canada's commitment to build a more secure world through Canada's participation in International Police Peace Operations. Such operations are critical to longer term security system reform and conflict prevention efforts.

ISS receives requests for Canadian police expertise to provide support in frail and/or fragile areas and, with ministerial authority, ISS manages the deployment of police personnel to these areas. The maximum number of personnel deployed to any one area is determined by Global Affairs Canada (GAC) and the minister of Public Safety, and can include both RCMP regular members (RMs) and Civilian Members (CMs) as well as police personnel from various provincial and municipal police partnering agencies.

ISS, located centrally in Ottawa, consists of a diversified team of professionals (both police and civilian personnel). ISS's main responsibility is to select, prepare, support and reintegrate Canadian police personnel deployed internationally for various durations and complexities. ISS also provides a variety of services such as medical, logistical and administrative support to those police personnel deployed internationally and to their families.

Police personnel are deployed on a rotational basis for various durations and complexities.

ISS has a dedicated unit called International Health Services (IHS) that oversees the health portion of all deployed personnel.

2.1. INFORMATION ON ISS's HEALTH SERVICES UNIT – INTERNATIONAL HEALTH SERVICES (IHS)

The health and safety of police personnel serving internationally is of paramount importance to the RCMP. ISS's International Health Services centrally located in Ottawa, is responsible for ensuring that police personnel candidates and their dependants are physically and psychologically healthy during all stages of the deployment cycle, consisting of:

- a. Pre-deployment;
- b. In-theatre; and
- c. Post-deployment.

IHS co-ordinates the pre-, during and post- deployment medical and psychological assessments of Canadian police personnel candidates through a distributed network, across Canada, of private sector health-care clinics and health-care professionals. Medical and psychological assessments will occur in five (5) locations across Canada as described in Section 9 Location of Work.

IHS maintains final authority for the determination of a candidate's medical and psychological fitness to serve internationally for high-risk deployments. Medical assessment consists of conducting a set of diagnostic tests, medical examinations, electrocardiograms, chest X-rays, blood tests, etc. The psychological assessment is used to identify clinical conditions and/or psychological vulnerabilities that could put the police officer's health at risk.

IHS liaises with RCMP Divisional Occupational Health Services and the external health services Contractor in order to keep them informed of all pre- and post- deployment requirements, and to

collaborate on complex cases. It is comprised of a multi-disciplinary team consisting of a clinical manager, psychologist, doctors, nurses, and related support personnel.

IHS is responsible for the development of policies and procedures for pre-, during and post-deployment Health Assessments for all candidates (RCMP employees and Police partners) and their dependants.

IHS coordinates the following services:

2.1.1. Pre-deployment:

Undertaking the review of complete medical assessments including a specified set of laboratory and specialized tests, immunizations and consultations with specialists, as needed;

Undertaking of full psychological assessments consisting of:

- a. Psychological testing;
- b. Clinical interviews; and
- c. Family interviews to discuss family situations:
 - i. For international missions, spouse or partner are interviewed;
 - ii. For Liaison Officer (LO) and Analyst Deployed Overseas (ADO) postings, both accompanying spouse/partner and any accompanying children 16 and older are interviewed.

2.1.2. In-theatre:

- a. A special assessment may be required in certain cases to determine if the candidate is still fit for mission.

2.1.3. Post-deployment:

- a. Undertaking of medical assessments including a specified set of laboratory and specialized tests prior to returning to work in Canada;
- b. When required immunizations and consultations with specialists;
- c. Undertaking of full psychological assessments prior to returning to work in Canada:
 - i. In addition to the officer's psychological assessment, Contractor to meet the police officer and his/her spouse/partner to provide guidance on re-integration issues related to the police officer and his/her family; and
- d. Liaising with partner organizations, including Police Partner occupational health services and RCMP Divisional Occupational Health Services on post-deployment/mission health matters, when necessary.

3. DEFINITIONS & ACRONYMS

3.1. Definitions

CANDIDATE RCMP regular members, RCMP civilian members, public servants or a police partner

3.2. Acronyms

ABPM	Ambulatory blood pressure monitoring
ADO	Analyst Deployed Overseas
ALT	Alanine Transaminase
AST	Aspartate Aminotransferase
ALK Phos	Alkaline Phosphatase Test
BUN	Blood Urea Nitrogen
CBC	Complete Blood Count
CM	Civilian Member
CRP	C-Reactive protein
C+S	Culture and Sensitivity
CT-Scan	Computed Tomography
dTap	Tetanus, diphtheria and pertussis
ECG	Electrocardiograms
G6PD	Glucose-6-phosphate dehydrogenase
GAC	Global Affairs Canada
GGT	Gamma-glutamyl Transferase
Glucose AC	Glucose Ante Cibum
HB A1C	Glycated Hemoglobin
HGB HCT	Hemoglobin Hematocrit
HDL	High Density Lipoprotein
LDL	Low Density Lipoprotein
LO	Liaison Officer
ISS	International Special Services
IHS	International Health Services
MIBI	Myocardial perfusion imaging
MMPI	Minnesota Multiphasic Personality Inventory
MMR	Measles, Mumps and Rubella
MRI	Magnetic Resonance Imaging
PARE	Physical Ability Requirement Evaluation
PCR	Polymerase Chain Reaction
RPR	Rapid Plasma Reagin
RCMP	Royal Canadian Mounted Police
RM	Regular Member
SOW	Statement of Work
SMAC	Sequential Multiple Analyzer with Computer
TA	Technical Authority
TD	Tetanus, Diphtheria
TDP	Tetanus, Diphtheria, Polio
TMT	Treadmill Test
TSH	Thyroid Stimulating Hormone
Urinalysis R+M	Urinalysis Routine and Microscopy
WBC Diff	White Blood Count Differential Count

4. APPLICABLE DOCUMENTS & REFERENCES

4.1. Minnesota Multiphasic Personality Inventory (MMPI -2RF or MMPI-3):

- a. [MMPI-2-RF MMPI-2-Restructured Form \(pearsonclinical.ca\)](http://www.pearsonclinical.ca)
- b. [Minnesota Multiphasic Personality Inventory-3 \(pearsonclinical.ca\)](http://www.pearsonclinical.ca)

4.2. Canada Centre for Cyber Security

- a. ITSP.40.111 (or subsequent versions) - Cryptographic algorithms for UNCLASSIFIED, PROTECTED A, and PROTECTED B Information

4.3. Provincial Codes of Ethics governing the confidentiality of patient information - Provincial Personal Health Information and Protection act for Nurses, Physicians, Psychologists:

- a. British Columbia College of Nurses & Midwives
- b. College of Physicians and Surgeons of British Columbia
- c. College of Psychologists of British Columbia
- d. College of Nurses of Ontario
- e. College of Physicians and Surgeons of Ontario
- f. College of Psychologists of Ontario
- g. Ordre des infirmières et infirmiers du Québec
- h. Collège des médecins du Québec
- i. Ordre des Psychologues du Québec

5. TASKS

The Contractor must:

- a. Supply occupational health assessment services and travel medicine to police personnel being deployed internationally;
- b. Establish and maintain an Administrative Coordinator as a contact for all matters pertaining to the technical and financial terms of the resulting contract;
- c. Provide qualified health professionals, who have experience in tropical and infectious disease medicine, travel medicine and occupational health, to deliver these services;
- d. Provide qualified psychologists, who have experience in administering the Minnesota Multiphasic Personality Inventory tests and conducting psychological assessments of employees in high-risk occupations;
- e. Write medical and psychological assessment reports according to IHS protocols which are specific to each mission and will be supplied with each request; and
- f. The Contractor must supply the services identified below at the rates specified in their bid.

The Contractor must work in close collaboration with IHS, the organization that is the ultimate authority in the determination of candidate's overall medical and psychological fitness to serve internationally and to resume policing duties back in Canada.

The candidates for these deployments are required to complete full medical and psychological assessments before, during and after a deployment according to RCMP standards (see section 5.2 Detailed Health Services Requirements To Be Performed By The Contractor)

The Contractor must be able to provide the required health assessment services to candidates during a set time period (detailed in section 7 Date of Delivery). While many deployments are planned in advance, the Government of Canada is often required to respond very quickly to international crises. For this reason, there will be occasions when the Contractor must complete health services in a turnaround time of three business days.

5.1. CONTRACTOR RESPONSIBILITIES

5.1.1. INFORMATION MANAGEMENT

- a. Electronic files containing protected data must be encrypted in transit and at rest. All encryption must meet the requirements in Cryptographic Algorithms for UNCLASSIFIED, PROTECTED A, and PROTECTED B Information – ITSP.40.111 or subsequent versions, accessible on the [Canadian Centre for Cyber Security](#) website. All medical and psychological assessments must protect the individual and the organization. Information beyond Protected “B” must not be included in the assessments.
- b. All Nurses, Physicians and Psychologists must protect patient information as per the provincial Personal Health Information and Protection acts set out by their governing colleges.
- c. Completed IHS forms must only be shared either via secure fax or courier.
- d. Psychological assessments must be solely on the mental fitness of the personnel, and must exclude any specific names or operations which could compromise the safety of the individual or the organization they work(ed) for.
- e. Sessions must **not** be recorded.

5.1.2. PERSONNEL

At minimum the Contractor must provide the following personnel to conduct the required services:

- a. One Administrative Coordinator must be the central point of contact for all matters pertaining to the technical and financial terms of the resulting contract;
- b. One qualified and approved Physician available at all times to conduct medical assessments in each clinic; and
- c. One qualified and approved Psychologist available at all times to conduct psychological assessments in each clinic.

The Contractor must always have a security cleared Administrative Coordinator available a minimum of 5 days/week, Monday to Friday. The Contractor must have at least one (1) qualified and approved Physician and Psychologist available at all times to conduct medical assessments at each location. To meet the availability requirements of each role the Contractor must designate backups for each role.

If required, the Contractor may have additional personnel to conduct the required services such as nurses and additional administrative staff.

5.1.2.1. ADMINISTRATIVE COORDINATOR

The Contractor must put into place an Administrative Coordinator that provides for the ongoing management of the pre-, during and post- deployment medical and psychological assessments requested by IHS.

Administrative Coordinator and any other administrative personnel working on IHS files must be security cleared;

The Contractor must ensure that health service delivery is effective and efficient through the Administrative Coordinator who must:

- a. Act as the single point of contact between the Contractor, IHS, Candidates and candidate dependents;
- b. Be fluent in both English and French;
- c. Receive initial email from IHS containing the name of the candidate and/or candidate dependents and further information such as dependent names (if required), IHS protocols, IHS forms, etc. for which the health services evaluations must be completed;

- d. Contact candidate and/or candidate dependents within 1 business day of receiving request in order to book appointments.
- e. After connecting with the candidate and/or candidate dependent by phone and booking the required appointments, must send a confirmation email, in both French and English, to the candidate or candidate dependent with the IHS generic inbox in CC within 1 day. IHS will provide a confirmation email template that must be used.
- f. Coordinate candidate or candidate dependent visits to clinics to minimize their time away from home/work;
- g. Be available a minimum of 5 days/week, Monday to Friday (excepting statutory holidays);
- h. Schedule the Health Assessments of deployment candidate or candidate dependent assigned by the IHS for both pre-, during and post-deployment;
- i. Contact the candidates and candidate dependents designated on lists, and ensure that they are informed regarding procedures for pre-, during and post-deployment medical and psychological assessments;
- j. Obtain required consent forms from the candidate or candidate dependent and return in the final package to IHS;
- k. Initiate the local Health Assessment process;
- l. Arrange for clinics to administer destination specific immunizations (only if specifically requested by IHS);
- m. Responsible for coordinating the assembly of the final package containing all original medical and psychological results/reports of the health assessment including immunization sheets, lab results, consent forms;
- n. Verify all information and charges then create an invoice with details for each separate candidate or candidate dependent per visit. The invoice details must provide a breakdown of the costs associated with each service provided. Full definitions must be provided for any acronyms or codes used. These documents will be sent to IHS as part of the final package. Only invoices approved and received from the Administrative Coordinator will be accepted for payment;
- o. A copy of the invoice must be emailed to IHS. An email address for the invoice will be provided by IHS and may change over the course of the contract period;
- p. Once the final package has been assembled it will be couriered to IHS (the Contractor has responsibility to pay the courier costs);
- q. Participate in quarterly meetings with IHS and Contractor's Representative to discuss emerging issues and related items. Meeting will occur every 3 months from contract award;
- r. Act as a point of contact for all case file related questions / issues such as billing, protocols, testing, etc. and making any required corrections in a timely manner. Reply to requests within 1 business day;
- s. Act as the initial point of contact for medical and psychological questions that require a meeting with the appropriate health professional and IHS staff;
- t. Perform quality assurance;
- u. Adhere to IHS protocols, subject to change (provided at contract award);
- v. Ensure that health services are provided according to specified service levels (detailed in Section 7 - DATE OF DELIVERY);
- w. Ensure that IHS is informed within 1 business day of any issues that affect service delivery including lack of Contractor staff or resources and issues with the delivery of administrative services;

- x. Create a yearly status report containing at a minimum: mission location, police agencies, employee type, fitness to return to work statuses;
- y. Perform other related administrative duties;
- z. Advise IHS immediately when there is a no-show;
- aa. Consult with IHS before issuing new invoices to correct or modify invoices that have already been submitted for any services. Invoices that have already been submitted cannot be amended. A new invoice must be issued to credit items that were wrongly charged, or invoice items that were previously forgotten;
- bb. Must review and confirm IHS related work from any clinic specific administrative assistants. Confirm that all administrative assistants utilized on the contract understand and follow the requirements of the contract. Utilizing administrative assistants in each clinic is not a requirement and is at the discretion of the Contractor. While local administrative assistants maybe used to complete some of the above tasks the Administrative Coordinator must:
 - Contact the candidates and candidate dependents in order to book appointments, follow ups, referrals, etc.;
 - Send confirmation emails to candidates, candidate dependents and IHS;
 - Confirm all information on invoices before sending to IHS; and
 - Respond to questions from the candidates, candidate dependents and IHS.

5.1.2.2. PHYSICIANS & NURSES

The Contractor must have at least one (1) qualified and approved Physician available at all times to conduct medical assessments at each location. Utilizing the services of a Nurse is not a requirement and is at the discretion of the Contractor.

Physicians must be qualified health professionals, who have experience in tropical and infectious disease medicine, travel medicine and occupational health, to deliver these services.

Physicians and Nurses must be active members of her/his provincial regulatory college, maintain their licensing and ability to practice without any restrictions (i.e. be in good standing) in the Province of practice.

These qualified Physicians must each perform the following specific tasks:

- a. Pre- and post- deployment medical assessments according to IHS protocols and reporting the results using IHS forms (forms provided with each request);
- b. Special assessments, when required, according to IHS protocols during in-theatre deployments and reporting the results using IHS forms (forms provided with each request);
- c. Perform complete medical examinations on the candidates as per IHS protocol (forms provided with each request).
- d. When necessary, subject to medical and financial approval by IHS, request one or more consultations with specialists to obtain clarification or to assess a diagnostic test;
- e. Provide immunizations when requested and completing IHS forms (forms provided with each request); and
- f. Consult with IHS health professionals when health issues arise in order to ensure adherence to IHS protocols.
- g. If Doctor's justification note is requested by IHS, fees must be covered the Contractor.

5.1.2.3. PSYCHOLOGIST

The Contractor must have at least one (1) qualified and approved Psychologist available at all times to conduct medical assessments at each location.

Psychologists must be active members of her/his provincial regulatory college, maintain their professional licensing and ability to practice without any restrictions (i.e. be in good standing) in their Province of practice.

Psychologists must administer psychological tests requested by the IHS. The standard test is the Minnesota Multiphasic Personality Inventory (MMPI -2RF or MMPI-3) however, other tests may also be required.

Psychologists must have a minimum of 3 years experience as a licensed psychologist, administering the Minnesota Multiphasic Personality Inventory tests and conducting psychological assessments of police officers or other employees in high-risk occupations (i.e. Fire Fighters, Military, and Emergency Personnel).

These qualified psychologists must perform the following tasks:

- a. Be aware of psychological health issues that may arise during international deployments.
- b. Review the clinical history of candidates in order to identify any past psychological problems or current vulnerability factors that could increase any potential health risk during an international deployment.
- c. Conduct pre-, and post deployment psychological assessments including interviews and testing with the candidate and the candidate's dependants (above 16 yrs. old) as per the IHS protocols (forms provided with each request). In some instances, a special assessment may be requested by IHS during the deployment.
- d. Interpret the psychological data.
- e. Work in collaboration with the IHS psychologist.
- f. When appropriate, consult past-treating psychologists.
- g. If the candidate has served in a previous international deployment, consult the previous psychological reports available from IHS.
- h. Write Psychological Assessment Reports based on the data gathered - the report must include a psychological recommendation regarding fitness to deploy / return to duties in Canada.
- i. Meet with the candidate upon their return from the deployment in order to evaluate his/her psychological health, fitness to return to regular duties, and to identify as soon as possible any signs of trauma, stress or other psychological problems.
- j. Meet with the candidate and the candidate's dependants (above 16 yrs. old) (if applicable) post-deployment/mission to educate them regarding reintegration.
- k. Liaise with the IHS psychologist to discuss follow-up needs.

5.2. DETAILED HEALTH SERVICES REQUIREMENTS TO BE PERFORMED BY THE CONTRACTOR

The Contractor must meet the following requirements:

- a. Provide services and documentation in the candidate's or candidate dependent's preferred official language, English or French.
- b. Provide the services in a medical clinic environment in each of the cities as identified in section 9 location of work.
- c. Operate clinics a minimum of 5 days/week, Monday to Friday, from 7:30 am to 4:30 pm (excepting statutory holidays).

- d. Provide health services year-round.
- e. Provide replacement personnel, as required (subject to IHS's Health Professionals approval).
- f. Contractor's representative must act as a point of contact for all questions / issues relating to the technical and financial terms and conditions of the resulting contract. Be responsible for ensuring all personnel are trained on contract requirements, addressing any contractual issues and implementing any required changes. Reply to requests within 1 business day;
- g. Provide appointments within 10 business days of request unless specified in email request. Timeframe for an urgent request is within 3 business days.
- h. Initial kick-off between IHS personnel, Contractor's Representative, administrative coordinator and any other required Contractor personnel to review protocols and address any questions in regards to the contract. The initial meeting will happen within 2 weeks of contract award.
- i. Yearly meeting to review protocols and address any questions in regards to the contract. At a minimum IHS personnel, the Contractor's Representative and administrative coordinator will attend. Yearly meeting will occur 11 months after contract award.

The Contractor must provide the following specific services:

5.2.1. MEDICAL ASSESSMENTS

The Contractor must provide the following Medical Assessments:

- a. Physician: Pre-Deployment Medical Assessment;
- b. Physician: Special Medical Assessment;
- c. Physician: Post-Deployment Medical Assessment;
- d. Physician: follow-up consultations with candidate and/or dependants [as needed]; and
- e. Physician: consultations with IHS Health professionals concerning complex cases [as needed pre-, during and post-mission].

In standard cases, medical assessments will be completed within 10 business days after request is received. In exceptional cases, medical assessments must be completed with 3 business days after request is received.

The completed IHS medical assessment forms with lab results will be sent as follows:

- i. Copy of Post Mission Medical Evaluation Report – faxed the day the medical assessment is completed;
- ii. Copies of all other forms and results - by fax to IHS within 2 days of completion; and
- iii. Original documents – by courier in final package. (the Contractor has responsibility to pay the courier costs);

5.2.1.1. MEDICAL TESTS

- I. The Contractor must provide the following medical examinations on-site, as per IHS's protocols, as required
 - a. Audiogram;
 - b. Electrocardiograms (ECG) at rest;
 - c. CBC and SMAC 20 tests;
 - d. Rapid Plasma Reagin (RPR Test);
 - e. Antibody testing for Hepatitis B;
 - f. Antibody testing for Rabies;
 - g. Antibody testing for MMR (Measles, Mumps and Rubella);

- h. Antibody testing for Varicella;
 - i. Glucose-6-phosphate dehydrogenase (G6PD) tests;
 - j. WBC Diff;
 - k. HGB HCT;
 - l. Platelets;
 - m. Sedimentation Rate;
 - n. Cholesterol;
 - o. HDL;
 - p. LDL;
 - q. Triglycerides;
 - r. ALT;
 - s. AST;
 - t. ALK Phos;
 - u. GGT;
 - v. Bilirubin;
 - w. Uric Acid;
 - x. BUN;
 - y. Creatinine;
 - z. Glucose AC;
 - aa. TSH;
 - bb. HB A1C;
 - cc. Electrolytes;
 - dd. High sensitivity CRP;
 - ee. Blood Group;
 - ff. Spirometry tests (air volume and flow rate within the lungs);
 - gg. Stool cultures C+S;
 - hh. Stool cultures C+S X 3;
 - ii. Stool tests for ova and parasites;
 - jj. Urine cultures C+S;
 - kk. Urinalysis R+M; and
 - ll. Tuberculin skin testing.
- II. The Contractor must provide the following tests but may arrange referrals for these additional tests if unable to complete on-site:
- a. TMT with results interpreted by a cardiologist;
 - b. Chest X-ray;
 - c. Basic and additional vision tests and supplementary forms for visual prescription gas masks by optometrist using RCMP protocol (forms provided with each request);
 - d. Quantiferon;
 - e. Stool PCR test;
 - f. Ultra sounds: abdominal, other ultra sound testing as needed;
 - g. Holter Monitor (heart testing) if required;

- h. CT Scan;
- i. MRI;
- j. 24 Ambulatory blood pressure monitoring (24-hour ABPM);
- k. MIBI Stress Test if required; and
- l. Pulmonary Function Test measure lung volume, capacity, rates of flow, and gas exchange.

All testing and exams that are not a part of the IHS protocol must be pre-approved by the IHS's health professionals.

5.2.1.2. IMMUNIZATIONS

The Contractor must provide the following immunizations as per IHS immunization sheets (forms provided with each request):

- a. Hepatitis A;
- b. Hepatitis B;
- c. Hepatitis A and B;
- d. Hepatitis A and Typhoid;
- e. Polio;
- f. Tetanus, diphtheria and pertussis (dTap);
- g. Tetanus, Diphtheria (TD);
- h. Tetanus, Diphtheria, Polio (TDP);
- i. Measles, mumps and rubella (MMR);
- j. Meningitis;
- k. Rabies (pre-exposure);
- l. Pneumococcal;
- m. Typhoid;
- n. Cholera;
- o. Seasonal Flu Shot;
- p. Yellow Fever;
- q. Japanese Encephalitis;
- r. Varicella; and
- s. Tubersol (Mantoux).

5.2.2. PSYCHOLOGICAL ASSESSMENT

The Contractor must provide the following Psychological Assessments:

- a. Psychologist: Pre-deployment Psychological Assessment including psychometric testing using the MMPI-2RF/MMPI-3 with candidate and psychological reports;
- b. Psychologist: Pre-Deployment Psychological Assessment (including interview with the candidate (and spouse/partner/dependants if applicable));
- c. Psychologist: Special Psychological Assessment (including interview with the candidate (and spouse/partner/dependants if applicable));
- d. Psychologist: Post-Deployment Psychological Assessment (including interview with the candidate (and spouse/partner/dependants if applicable));

- e. Psychologist: follow-up consultations with candidate (as needed); and
- f. Psychologist: consultations with IHS Health Professionals concerning complex cases (as needed).

In standard cases, psychological assessments will be completed within 10 business days after request is received. In exceptional cases, psychological assessments must be completed with 3 business days after request is received.

The completed IHS psychological assessment report with test results will be sent as follows:

- i. Copy of Post Mission Psychological Evaluation Report – faxed the day the psychological assessment is completed;
- ii. Copies of all other forms and results - by fax to IHS within 2 days of completion; and
- iii. Original documents – by courier in final package (the Contractor has responsibility to pay the courier costs);

5.3. IHS RESPONSIBILITIES TO SUPPORT THE CONTRACTOR

IHS will perform the following activities in order to support the Contractor:

- a. Provide by email a list of names including contact information of candidates and candidate dependents and expected time-lines for the completion of the Health Assessments.
- b. Provide and clarify assessment protocols.
- c. Provide all required IHS forms.
- d. Provide an IHS email address where questions and invoices are to be sent.
- e. Consult on matters where a medical or psychological issue with the candidates or candidate dependents has been identified.
- f. Provide on-going feedback on the quality of the clinical work;
- g. Provide updates on deployment-related assessment reports (changes in the living or working conditions in the deployment areas, or changes in protocols).
- h. Schedule an initial meeting to establish standard procedures and address any questions.
- i. IHS Psychologist to contact all psychologists new to the program to provide information about assessment protocols, procedures and clarify any questions that may arise.
- j. Participate in teleconferences as required to discuss clinical and administrative matters that emerge.
- k. IHS will provide previous psychological reports, when it deems appropriate, for candidates who have served in previous international deployments when required by the Psychologist.
- l. Consult on matters where additional testing or referrals are required and not included in the contract.

6. DELIVERABLES

Number	Item	Requirement Reference	Description of the Deliverables
6.0	Contact candidates and/or candidate dependents	5.1.2.1.d 5.1.2.1.h 5.1.2.1.i	Contact candidates and/or candidate dependents to schedule assessments
6.1	Appointment Confirmation email	5.1.2.1.e	Send an email to the candidate and/or candidate dependent and IHS providing appointment details
6.2	Fax Results	5.2.1.i 5.2.1.ii 5.2.2.i 5.2.2.ii	If needed: Fax results of each assessment and immunizations as completed
6.3	Final Package	5.1.2.1.j 5.1.2.1.m 5.1.2.1.n 5.1.2.1.p	Original health and psychological documents, consent form, invoice and reports couriered to IHS.
6.4	Emailed Invoice	5.1.2.1.n 5.1.2.1.o	Copy of invoice emailed to IHS
6.5	Reply to Inquiries	5.1.2.1.r 5.1.2.1.s	Reply to all IHS inquiries
6.6	Quarterly Meeting	5.1.2.1.q	Quarterly meeting between Admin. Coord(s) and IHS staff
6.7	Notification of Service Interruption	5.1.2.1.w	Advise IHS of issues affecting service delivery
6.8	Initial Meeting	5.2.h	Initial meeting arranged between Contractor's staff and IHS staff to discuss new contract and protocols
6.9	Yearly Meeting	5.2.i	Yearly meeting between Admin. Coord(s) and IHS
6.10	Consultation with IHS when health issues arise	5.1.2.1.s 5.1.2.2.f 5.1.2.3.e	Contact or reply to IHS for abnormal results/reports to discuss case review
6.11	Medical Assessment	5.1.2.2 5.2.1 5.2.1.1 5.2.1.2	Conduct medical assessment per IHS protocols and complete all IHS forms.
6.12	Psychological Assessment and report	5.1.2.3 5.2.2	Conduct psychological assessment per IHS protocols and complete all IHS forms.

7. DATE OF DELIVERY

Number	Deliverable	Delivery date
7.0	6.0 Contact candidates and/or candidate dependents	1 business day from receipt of request
7.1	6.1 Appointment Confirmation email	1 business day from receipt of request
7.2	6.2 Fax Results	2 days after completion Exceptional Case: Copy of Post Mission Medical and Psychological Evaluation Reports – faxed the day the assessment is completed
7.3	6.3 Final Package	2 weeks after all testing completed
7.4	6.4 Emailed Invoice	2 weeks after all testing completed
7.5	6.5 Reply to Inquiries	1 business day
7.6	6.6 Quarterly Meeting	Every 3 months from contract award
7.7	6.7 Notification of Service Interruption	within 1 day
7.8	6.8 Kick-off Meeting	Within 2 weeks of contract award
7.9	6.9 Yearly Meeting	11 months from contract award
7.10	6.10 Consultation with IHS when health issues arise	Within 3 days of request
7.11	6.11 Medical Assessment	Standard Case: Within 10 business days after request Exceptional Case: Within 3 business days after request
7.12	6.12 Psychological Assessment and report	Standard Case: Within 10 business days after request Exceptional Case: Within 3 business days after request

8. Language of Work

All services provided to the candidates and candidate dependents must be offered in English and/or French. The services must be provided in the candidate's and candidate dependent's preferred language.

9. Location of Work (to be updated at contract award with actual clinic addresses)

Work will be carried within 75 km radius of the following locations:

- a. Surrey, BC: 14200 Green Timbers Way, BC V3T 6P3
- b. Ottawa, ON: 73 Leikin Drive/promenade Leikin, Ottawa, ON K1A 0R2
- c. Toronto, ON: 345 Harry Walker Parkway S. Newmarket, ON L3Y 8P6
- d. Montreal, QC: 4225 Dorchester Blvd. W. Westmount, QC H3Z 1V5
- e. Québec City, QC: 925 Rue 9E de l'Aéroport, Québec, QC G2G 2S5

10. Travel

The Contractor is not required to travel under this Contract.

11. Meetings

The following meetings will be held between the Contractor's staff and IHS staff to review procedures, answer questions and resolve issues:

- a. A kick-off meeting will be held virtually on MS Teams within 2 weeks of contract award. At a minimum the Contractor's Representative and Administrative Co-ordinator must attend.
- b. Quarterly meetings will be held virtually on MS Teams at 3, 6 and 9 months from contract award. At a minimum the Contractor's Representative and Administrative Co-ordinator must attend.
- c. Yearly meeting will be held virtually on MS Teams every 11 months from contract award. IHS will advise 2 weeks prior on how/where the meeting will be held. At a minimum the Contractor's Administrative Co-Ordinator, Nurses, Physicians and Psychologists must attend.

ANNEX B - BASIS OF PAYMENT

Calculation of Total Bid Price for Evaluation

The Bidder's Financial bid must include the completed Financial Criteria.xlsx which is provided in a separate Microsoft Excel spreadsheet.

The contract Annex B - Basis of Payment will be developed based on inputs of the winning Bidder's completed Financial Criteria.xlsx excel spreadsheet.

A blank or a value of \$0 in Tables 1, 2, 3 and 4 will be assumed to indicate there is no charge for the indicated service.

Failure to complete the Tables 1, 2, 3 and 4 in full will result in the bid being deemed non-responsive and given no further consideration.

Using Financial Criteria.xlsx (separate excel spreadsheet), the calculation for total bid price for evaluation will be as follows:

1. For each Item under Table 1 – “Administrative Coordinator” and Table 2 – “Administration”, the Bidder's proposed Firm All-Inclusive Hourly Rate in CAD\$ for each Period (Contract Period, Option Period 1, Option Period 2, Option Period 3 and Option Period 4) will each be multiplied by the corresponding “Estimated Level of Effort (hours per Period)” provided in the table, and will be subtotaled at the bottom of each column (excel spreadsheet is formatted with the appropriate formulas). Cells which include evaluated prices are filled in yellow, subtotals/totals of the evaluated prices are filled in green.

*Note: The inclusion of volumetric data (estimated level of effort) in this document does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.
2. For all Items under Table 3 – “Medical and Psychological Assessments”, the Bidder's proposed Firm All-Inclusive Rate in CAD\$ per Assessment for each Period (Contract Period, Option Period 1, Option Period 2, Option Period 3 and Option Period 4) will be added together to yield the sub-total which is included at the bottom of each column (excel spreadsheet is formatted with the appropriate formulas). Cells which include evaluated prices are filled in yellow, subtotals/totals of the evaluated prices are filled in green;
3. For all Items under Table 4 – “Evaluated Medical Tests”, the Bidder's proposed Firm All-Inclusive Rate in CAD\$ per test for each Period (Contract Period, Option Period 1, Option Period 2, Option Period 3 and Option Period 4) will be added together to yield the sub-total which is included at the bottom of each column (excel spreadsheet is formatted with the appropriate formulas). Cells which include evaluated prices are filled in yellow, subtotals/totals of the evaluated prices are filled in green;
4. All evaluated services subtotals (Tables 1,2 3 and 4) are then summed in Table 7 – “Total Evaluated Price”(excel spreadsheet only) to provide the “TOTAL EVALUATED PRICE” (excel spreadsheet is formatted with the appropriate formulas). Cells with subtotals/totals of the evaluated prices are filled in green. It is recognized that this amount might exceed the “Limitation of Expenditure” in 7.7.2 of Part 7 – Resulting Contract Clauses, but will nonetheless be used for the purposes of the evaluation.
5. All medical tests and vaccinations in Table 5 – “Non-Evaluated Medical Tests” and Table 6 – “Vaccinations” are not evaluated and will not be sub-totaled. Cells which include non-evaluated prices are filled in blue.
6. Bidders must complete all sections of all the tables. Failure to complete all sections of all the tables may result in the bid being rejected and given no further consideration.

The amount in “Table 7 – TOTAL EVALUATED PRICE” will be used as the Total Bid Price for Evaluation.

TABLE 1 – ADMINISTRATIVE COORDINATOR							
Item No.	Description	Estimated Level of Effort (hours per period) *	Contract Period	Option Period 1	Option Period 2	Option Period 3	Option Period 4
			Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate
1	Administrative Coordinator	200	\$	\$	\$	\$	\$
Subtotal			\$	\$	\$	\$	\$

TABLE 2 – ADMINISTRATION							
Item No.	Description	Estimated Level of Effort (hours per period) *	Contract Period	Option Period 1	Option Period 2	Option Period 3	Option Period 4
			Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate
British Columbia							
1	Administrative Assistant	10	\$	\$	\$	\$	\$
2	Physician	10	\$	\$	\$	\$	\$
3	Psychologist	10	\$	\$	\$	\$	\$
4	Nurse	10	\$	\$	\$	\$	\$
Ontario							
5	Administrative Assistant	10	\$	\$	\$	\$	\$
6	Physician	10	\$	\$	\$	\$	\$
7	Psychologist	10	\$	\$	\$	\$	\$
8	Nurse	10	\$	\$	\$	\$	\$
Quebec							
9	Administrative Assistant	10	\$	\$	\$	\$	\$
10	Physician	10	\$	\$	\$	\$	\$
11	Psychologist	10	\$	\$	\$	\$	\$
12	Nurse	10	\$	\$	\$	\$	\$
Subtotal			\$	\$	\$	\$	\$

*These numbers are estimates only, based on current volume for deployment, and are subject to change. Firm all inclusive hourly rates are to be provided for contract period as well as each option period.

TABLE 3 - MEDICAL AND PSYCHOLOGICAL ASSESSMENTS						
Item No.	Description	Contract Period	Option Period 1	Option Period 2	Option Period 3	Option Period 4
British Columbia						
1	Pre-Deployment Medical Assessment with Physician	\$	\$	\$	\$	\$
2	During and Post Deployment Medical Assessment	\$	\$	\$	\$	\$
3	Pre-deployment Psychological Assessment (including psychometric test administration, scoring, interpretation, interviews with candidate (and spouse/partner, if applicable) and psychological reports)	\$	\$	\$	\$	\$
4	Post-Deployment Psychological Assessment (including interview with the police officer (and spouse/partner, if applicable))	\$	\$	\$	\$	\$
Ontario						
5	Pre-Deployment Medical Assessment with Physician	\$	\$	\$	\$	\$
6	During and Post Deployment Medical Assessment	\$	\$	\$	\$	\$
7	Pre-deployment Psychological Assessment (including psychometric test administration, scoring, interpretation, interviews with candidate (and spouse/partner, if applicable) and psychological reports)	\$	\$	\$	\$	\$
8	Post-Deployment Psychological Assessment (including interview with the police officer (and spouse/partner, if applicable))	\$	\$	\$	\$	\$
Quebec						
9	Pre-Deployment Medical Assessment with Physician	\$	\$	\$	\$	\$
10	During and Post Deployment Medical Assessment	\$	\$	\$	\$	\$
11	Pre-deployment Psychological Assessment (including psychometric test administration, scoring, interpretation, interviews with candidate (and spouse/partner, if applicable) and psychological reports)	\$	\$	\$	\$	\$
12	Post-Deployment Psychological Assessment (including interview with the police officer (and spouse/partner, if applicable))	\$	\$	\$	\$	\$
Subtotal		\$	\$	\$	\$	\$

TABLE 4 – EVALUATED MEDICAL TESTS						
Insert an all-inclusive value for all medical tests. The inclusive value will contain any costs such as material that are not covered by any other section in Annex B – Basis of Payment. Example of costs that should not be included are Physician or Nursing costs which are covered in Table 2 – Administration						
Item No.	Description	Contract Period	Option Period 1	Option Period 2	Option Period 3	Option Period 4
British Columbia						
1	Audiogram	\$	\$	\$	\$	\$
2	Electrocardiograms (ECG) at rest	\$	\$	\$	\$	\$
3	CBC and SMAC 20 tests	\$	\$	\$	\$	\$
4	Rapid Plasma Reagin (RPR Test)	\$	\$	\$	\$	\$
5	Antibody testing for Hepatitis B	\$	\$	\$	\$	\$
6	Antibody testing for Rabies	\$	\$	\$	\$	\$
7	Antibody testing for MMR (Measles, Mumps and Rubella)	\$	\$	\$	\$	\$
8	Antibody testing for Varicella	\$	\$	\$	\$	\$
9	Glucose-6-phosphate dehydrogenase (G6PD) tests	\$	\$	\$	\$	\$
10	WBC Diff	\$	\$	\$	\$	\$
11	HGB HCT	\$	\$	\$	\$	\$
12	Platelets	\$	\$	\$	\$	\$
13	Sedimentation Rate	\$	\$	\$	\$	\$
14	Cholesterol	\$	\$	\$	\$	\$
15	HDL	\$	\$	\$	\$	\$
16	LDL	\$	\$	\$	\$	\$
17	Triglycerides	\$	\$	\$	\$	\$
18	ALT	\$	\$	\$	\$	\$
19	AST	\$	\$	\$	\$	\$
20	ALK Phos	\$	\$	\$	\$	\$
21	GGT	\$	\$	\$	\$	\$
22	Bilirubin	\$	\$	\$	\$	\$
23	Uric Acid	\$	\$	\$	\$	\$
24	BUN	\$	\$	\$	\$	\$
25	Creatinine	\$	\$	\$	\$	\$
26	Glucose AC	\$	\$	\$	\$	\$
27	TSH	\$	\$	\$	\$	\$
28	HB A1C	\$	\$	\$	\$	\$
29	Electrolytes	\$	\$	\$	\$	\$
30	High sensitivity CRP	\$	\$	\$	\$	\$
31	Blood Group	\$	\$	\$	\$	\$
32	Spirometry tests	\$	\$	\$	\$	\$
33	Stool cultures C+S	\$	\$	\$	\$	\$
34	Stool cultures C+S X 3	\$	\$	\$	\$	\$
35	Stool tests for ova and parasites	\$	\$	\$	\$	\$
36	Urine cultures C+S	\$	\$	\$	\$	\$
37	Urinalysis R+M	\$	\$	\$	\$	\$
38	Tuberculin skin testing	\$	\$	\$	\$	\$

Ontario						
39	Audiogram					
40	Electrocardiograms (ECG) at rest					
41	CBC and SMAC 20 tests					
42	Rapid Plasma Reagin (RPR Test)					
43	Antibody testing for Hepatitis B					
44	Antibody testing for Rabies					
45	Antibody testing for MMR (Measles, Mumps and Rubella)					
46	Antibody testing for Varicella					
47	Glucose-6-phosphate dehydrogenase (G6PD) tests					
48	WBC Diff					
49	HGB HCT					
50	Platelets					
51	Sedimentation Rate					
52	Cholesterol					
53	HDL					
54	LDL					
55	Triglycerides					
56	ALT					
57	AST					
58	ALK Phos					
59	GGT					
60	Bilirubin					
61	Uric Acid					
62	BUN					
63	Creatinine					
64	Glucose AC					
65	TSH					
66	HB A1C					
67	Electrolytes					
68	High sensitivity CRP					
69	Blood Group					
70	Spirometry tests					
71	Stool cultures C+S					
72	Stool cultures C+S X 3					
73	Stool tests for ova and parasites					
74	Urine cultures C+S					
75	Urinalysis R+M					
76	Tuberculin skin testing					

Quebec					
77	Audiogram				
78	Electrocardiograms (ECG) at rest				
79	CBC and SMAC 20 tests				
80	Rapid Plasma Reagin (RPR Test)				
81	Antibody testing for Hepatitis B				
82	Antibody testing for Rabies				
83	Antibody testing for MMR (Measles, Mumps and Rubella)				
84	Antibody testing for Varicella				
85	Glucose-6-phosphate dehydrogenase (G6PD) tests				
86	WBC Diff				
87	HGB HCT				
88	Platelets				
89	Sedimentation Rate				
90	Cholesterol				
91	HDL				
92	LDL				
93	Triglycerides				
94	ALT				
95	AST				
96	ALK Phos				
97	GGT				
98	Bilirubin				
99	Uric Acid				
100	BUN				
101	Creatinine				
102	Glucose AC				
103	TSH				
104	HB A1C				
105	Electrolytes				
106	High sensitivity CRP				
107	Blood Group				
108	Spirometry tests				
109	Stool cultures C+S				
110	Stool cultures C+S X 3				
111	Stool tests for ova and parasites				
112	Urine cultures C+S				
113	Urinalysis R+M				
114	Tuberculin skin testing				
Subtotal		\$	\$	\$	\$

TABLE 5 – NON-EVALUATED MEDICAL TESTS						
<p>In the following table:</p> <ol style="list-style-type: none"> 1. Insert an all-inclusive value for all medical tests that will be conducted on-site. The inclusive value will contain any costs such as material that are not covered by any other section in Annex B – Basis of Payment. Example of costs that should not be included are Physician or Nursing costs which are covered in Table 2 – Administration 2. Insert the word “Referral” for medical tests that cannot be offered on-site and must be referred at no cost. 						
Item No.	Description	Contract Period	Option Period 1	Option Period 2	Option Period 3	Option Period 4
British Columbia						
1	TMT with results interpreted by a cardiologist	\$	\$	\$	\$	\$
2	Chest X-ray	\$	\$	\$	\$	\$
3	Basic and additional vision tests and supplementary forms for visual prescription gas masks by optometrist using RCMP protocol (forms provided with each request)	\$	\$	\$	\$	\$
4	Quantiferon	\$	\$	\$	\$	\$
5	Stool PCR test	\$	\$	\$	\$	\$
6	Ultra sounds: abdominal, other ultra sound testing as needed	\$	\$	\$	\$	\$
7	Holter Monitor (heart testing) if required	\$	\$	\$	\$	\$
8	CT Scan	\$	\$	\$	\$	\$
9	MRI	\$	\$	\$	\$	\$
10	24 Ambulatory blood pressure monitoring (24-hour ABPM)	\$	\$	\$	\$	\$
11	MIBI Stress Test if required	\$	\$	\$	\$	\$
12	Pulmonary Function Test	\$	\$	\$	\$	\$

Ontario						
13	TMT with results interpreted by a cardiologist;					
14	Chest X-ray;					
15	Basic and additional vision tests and supplementary forms for visual prescription gas masks by optometrist using RCMP protocol (forms provided with each request);					
16	Quantiferon;					
17	Stool PCR test					
18	Ultra sounds: abdominal, other ultra sound testing as needed;					
19	Holter Monitor (heart testing) if required;					
20	CT Scan;					
21	MRI;					
22	24 Ambulatory blood pressure monitoring (24-hour ABPM);					
23	MIBI Stress Test if required; and					
24	Pulmonary Function Test.					

Quebec						
25	TMT with results interpreted by a cardiologist;					
26	Chest X-ray;					
27	Basic and additional vision tests and supplementary forms for visual prescription gas masks by optometrist using RCMP protocol (forms provided with each request);					
28	Quantiferon;					
29	Stool PCR test					
30	Ultra sounds: abdominal, other ultra sound testing as needed;					
31	Holter Monitor (heart testing) if required;					
32	CT Scan;					
33	MRI;					
34	24 Ambulatory blood pressure monitoring (24-hour ABPM);					
35	MIBI Stress Test if required; and					
36	Pulmonary Function Test.					

TABLE 6 VACCINATIONS						
In the following table:						
1. Insert an all-inclusive value **.						
2. Insert “ Market Price ” if an all-inclusive value ** based on market price at the time of inoculation will be charged.						
** The inclusive value will contain any costs such as material that are not covered by any other section in Annex B – Basis of Payment. Example of costs that should not be included are Physician or Nursing costs which are covered in Table 2 – Administration						
British Columbia						
Item No.	Description - Rate is per Vaccination	Contract Period	Option Period 1	Option Period 2	Option Period 3	Option Period 3
1	Hepatitis A	\$	\$	\$	\$	\$
2	Hepatitis B	\$	\$	\$	\$	\$
3	Hepatitis A and B	\$	\$	\$	\$	\$
4	Hepatitis A and Typhoid	\$	\$	\$	\$	\$
5	Polio	\$	\$	\$	\$	\$
6	Tetanus, diphtheria and pertussis (dTap)	\$	\$	\$	\$	\$
7	Tetanus, Diphtheria (TD)	\$	\$	\$	\$	\$
8	Tetanus, Diphtheria, Polio (TDP)	\$	\$	\$	\$	\$
9	Measles, mumps, rubella (MMR)	\$	\$	\$	\$	\$
10	Meningitis	\$	\$	\$	\$	\$
11	Rabies (pre-exposure)	\$	\$	\$	\$	\$
12	Pneumococcal	\$	\$	\$	\$	\$
13	Typhoid	\$	\$	\$	\$	\$
14	Cholera (e.g. Dukoral)	\$	\$	\$	\$	\$
15	Seasonal Flu shot	\$	\$	\$	\$	\$
16	Yellow Fever	\$	\$	\$	\$	\$
17	Japanese Encephalitis	\$	\$	\$	\$	\$
18	Varicella	\$	\$	\$	\$	\$
19	Tubersol (Mantoux)	\$	\$	\$	\$	\$

Ontario						
20	Hepatitis A	\$	\$	\$	\$	\$
21	Hepatitis B	\$	\$	\$	\$	\$
22	Hepatitis A and B	\$	\$	\$	\$	\$
23	Hepatitis A and Typhoid	\$	\$	\$	\$	\$
24	Polio	\$	\$	\$	\$	\$
25	Tetanus, diphtheria and pertussis (dTap)	\$	\$	\$	\$	\$
26	Tetanus, Diphtheria (TD)	\$	\$	\$	\$	\$
27	Tetanus, Diphtheria, Polio (TDP)	\$	\$	\$	\$	\$
28	Measles, mumps, rubella (MMR)	\$	\$	\$	\$	\$
29	Meningitis	\$	\$	\$	\$	\$
30	Rabies (pre-exposure)	\$	\$	\$	\$	\$
31	Pneumococcal	\$	\$	\$	\$	\$
32	Typhoid	\$	\$	\$	\$	\$
33	Cholera (e.g. Dukoral)	\$	\$	\$	\$	\$
34	Seasonal Flu shot	\$	\$	\$	\$	\$
35	Yellow Fever	\$	\$	\$	\$	\$
36	Japanese Encephalitis	\$	\$	\$	\$	\$
37	Varicella	\$	\$	\$	\$	\$
38	Tubersol (Mantoux)	\$	\$	\$	\$	\$

Quebec						
39	Hepatitis A	\$	\$	\$	\$	\$
40	Hepatitis B	\$	\$	\$	\$	\$
41	Hepatitis A and B	\$	\$	\$	\$	\$
42	Hepatitis A and Typhoid	\$	\$	\$	\$	\$
43	Polio	\$	\$	\$	\$	\$
44	Tetanus, diphtheria and pertussis (dTap)	\$	\$	\$	\$	\$
45	Tetanus, Diphtheria (TD)	\$	\$	\$	\$	\$
46	Tetanus, Diphtheria, Polio (TDP)	\$	\$	\$	\$	\$
47	Measles, mumps, rubella (MMR)	\$	\$	\$	\$	\$
48	Meningitis	\$	\$	\$	\$	\$
49	Rabies (pre-exposure)	\$	\$	\$	\$	\$
50	Pneumococcal	\$	\$	\$	\$	\$
51	Typhoid	\$	\$	\$	\$	\$
52	Cholera (e.g. Dukoral)	\$	\$	\$	\$	\$
53	Seasonal Flu shot	\$	\$	\$	\$	\$
54	Yellow Fever	\$	\$	\$	\$	\$
55	Japanese Encephalitis	\$	\$	\$	\$	\$
56	Varicella	\$	\$	\$	\$	\$
57	Tubersol (Mantoux)	\$	\$	\$	\$	\$

ANNEX C - SECURITY REQUIREMENTS CHECK LIST (SRCL) & SECURITY GUIDE



Contract Number / Numéro du contrat 202306314
Security Classification / Classification de sécurité

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	RCMP	2. Branch or Directorate / Direction générale ou Direction FP - ISS - International Health Services
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Health Assessment provider (Medical, Psych and Occupational health) for Canadian Police (RCMP + Police Partners) + dependents being deployed overseas. Fournisseur d'évaluations de la santé (évaluations médicale, psychologique et de la santé au travail) pour les policiers canadiens (GRC + partenaires policiers) déployés à l'étranger + leurs personnes à charge.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
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PART A (continued) / PARTIE A (suite)

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

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

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

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

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

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

Special comments:
Commentaires spéciaux : _____

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

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

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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



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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

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

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

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

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

RCMP



ROYAL CANADIAN MOUNTED POLICE

Contract Security Guide

Departmental Security - NHQ Ottawa

FP – IS – International Health Services
SRCL# 202306314

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Royal Canadian Mounted Police Gendarmerie royale du Canada

Canada

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1. Introduction

1.1. Foreword

- 1.1.1. All contract statements and appendices within this SRCL Security Guide are applicable to this contract.
- 1.1.2. All contractors employed on this contract are to support and maintain the security environment of the Royal Canadian Mounted Police (RCMP) by complying with the requirements described in this document. More comprehensive security obligations will be provided at the Request for a Proposal phase if applicable.
- 1.1.3. This security guide only covers services or personnel storing and processing of information up to and including Protected B.

2. General Security Requirements

- 2.1. All organizational data, including hard copy documentation, or other sensitive assets for which the RCMP is responsible will be shared with the contractor through pre-approved processes.
- 2.2. The information disclosed by the RCMP will be administered, maintained, and disposed of in accordance with the full Contract.
- 2.3. The contractor will promptly notify the [RCMP Security Authority](#) of any security incidents related to organizational data or personnel in their employ.
- 2.4. External IT assets and devices are restricted in RCMP facilities. Visitors attending RCMP premises with non RCMP IT equipment are required to turn in all electronic equipment upon arrival to the reception/security desk until departure ¹.
- 2.5. Photography is not permitted within RCMP facilities. If photos are required, please contact the Project Authority and Departmental Security.
- 2.6. The contractor is not permitted to disclose any organizational data or ancillary information provided by the RCMP, to any sub-contractors or sub-processors without RCMP Security Assessment and Authorization (SA&A).
- 2.7. The RCMP's Departmental Security reserves the right to conduct inspections and/or security review of the contractors' facility(ies) and/or personnel work location(s) and provide direction on mandatory safeguards (safeguards as specified in this document and possibly additional site-specific safeguards). Inspections may be performed prior to sensitive information being shared and/or as required, for example (in the event that the contractor's office is relocated). The intent of the inspection(s) is to maintain the robustness of the required security safeguards.
- 2.8. All organizational data must be protected through cryptographic means. Cryptographic algorithms, cryptographic key sizes and crypto periods in use must align with the Cryptographic Algorithms for UNCLASSIFIED, PROTECTED A, and PROTECTED B Information - ITSP.40.111 or subsequent versions, accessible on the [Canadian Centre for Cyber Security](#) website.

¹ An exception may be granted when valid ERS clearance is present with authorization from the project authority. You may be required to complete a form for property security to review.



- 2.9. The contractors’ personnel security clearance requirements will be based on the expected roles and access to GC data and systems. When needed, a Security Classification Guide will be added to this Security Guide to clearly identify personnel security clearance requirements.
- 2.10. The use of personal assets, such as but not limited to, desktop peripherals, communication devices, portable data storage devices or media (USB sticks), in conjunction with RCMP technology is prohibited.
- 2.11. Individuals must not use privately-owned technology to join, bridge or participate in any way on RCMP premises including creating a network or access point.
- 2.12. All voice communication, including recordings, by any cellular or mobile device must be restricted to non-sensitive information, unless the phone is specifically accredited and issued for sensitive information.
- 2.13. Contractors who have a valid security status/clearance level and prior approval are permitted to use a personal mobile phone on RCMP premises, however communications are:
 - 2.13.1. restricted to non-sensitive information exchange;
 - 2.13.2. not to be used to conduct RCMP business; and
 - 2.13.3. not to connect to RCMP information and communications technology or networks.

3. Physical Security Controls

3.1. Storage

- 3.1.1. While conducting work within the contractor’s facility, organizational data and assets must be stored in a container approved by the RCMP Security Authority. The container must be located (at minimum) within an “Operations Zone”. As such, the contractors’ facility(ies) must have an area/room that meets the following criteria:

Operations Zone	
a) Definition	1) An area where access is limited to personnel who are: <ul style="list-style-type: none"> i) authorized to work there ii) visitors with appropriate escorts at all times 2) The personnel working within the Operational Zone must possess a valid clearance as per Appendix B – Security Classification Guide
b) Perimeter	1) Must be indicated by a recognizable perimeter or a secure perimeter depending on project needs. For example, the controls may be a locked office or suite. 2) The work area may be subject to review by Departmental Security (DS) - Physical Security Unit (PSU), and may also require additional safeguards or escalation as deemed necessary by the DS - PSU of the RCMP based on the assessment of the space, surrounding areas, site-specific conditions, etc.
c) Monitoring	1) Monitored periodically by authorized personnel. For example, users of the space working at the location are able to observe if there has been a breach of security.

Note: For more information, refer to [Appendix A - Security Zone Concept](#).



3.2. Discussions

- 3.2.1. Where sensitive conversations are anticipated within a contractors’ facility(ies), Operations Zones must have continuous acoustic barriers that extend from slab to slab and are acoustically rated to a level commensurate with safeguarding the sensitivity of the conversation.

3.3. Production of Hard Copy Information or Other Assets

- 3.3.1. The production (generation and/or modification) of hard copy organizational data or assets must occur in an area that meets the criteria of an Operations Zone. For further details, refer to the section [Printing, Scanning, and Photocopying](#).

3.4. Destruction

- 3.4.1. Paper documentation, including transitory copies (drafts, misprints) categorized as Protected B or below are to be destroyed by the contractor, according to the following guidance:

- 3.4.1.1. The equipment (shredder) used to destroy sensitive information is to be rated according to the category of information being destroyed. Approved levels of destruction for Protected B require; a residue size which must be less than 2mm x 15mm (particle cut).

Note: If the contractor is unable to meet the RCMP’s destruction requirements, all sensitive information and other assets are to be returned to the RCMP project authority for proper destruction.

- 3.4.2. Organizational data categorized at Protected B or below stored in transitory or temporary storage is to be deleted and sanitized from its source by the contractor when no longer in use.
- 3.4.3. Sensitive information categorized as Protected B or below, including transitory copies awaiting disposal are to be protected in accordance with its level of security categorization until destroyed.

3.5. Transport/Transmittal of Physical Assets

- 3.5.1. The physical exchange of sensitive hardcopy information and other assets must be secured before transport and transmittal. When a delivery service is used, it must offer proof of mailing as well as a record while in transit and of delivery.

a) Transport	<p>To transfer sensitive hardcopy information and other assets up to and including Protected B, the following is required:</p> <ul style="list-style-type: none"> • Processed by authorized personnel with a need-to-know and right-to-know the information. • Secured in a sealed envelope or commercial case or other container commensurate with the level of information being stored. • Delivered by authorized individuals.
b) Transmittal	<p>To transfer sensitive information and other assets up to and including Protected B by courier/mail, the following is required:</p> <ul style="list-style-type: none"> • Approved to be processed by individuals with a need-to-know and right-to-know the information. • Addressed to the attention of the receiver to adhere to need-to-know or need-to-access principles. • Remain in a sealed envelope at all times.



4. Information Technology (IT) Security Controls

4.1. Flow-Down of Security Obligations

- 4.1.1. The security obligations apply to the contractor and to any sub-contractor and/or sub-processors to the extent applicable. When applicable, the contractor is accountable to ensure their sub-contractors and/or sub-processors comply with these security obligations.

4.2. Use of Sub-Contractors, Sub-processors and/or Sub-sub-processors

- 4.2.1. The contractor must provide a list of sub-contractors, sub-processors and sub-sub-processors that could be used to perform any part of the work in providing the RCMP with the Service or that are related to an investigation of a security event or Incident that may have an impact on or to RCMP organizational data. The list must include the following information:
- a) The name of the sub-contractors, sub-processors and/or sub-sub-processors; and
 - b) The identification of the work that would be performed or service provided by the sub-contractors, sub-processors and/or sub-sub-processors; and
 - c) The location(s) where the sub-contractors, sub-processors and/or sub-sub-processors would perform the work.
- 4.2.2. The contractor must provide a list of sub-contractors, sub-processors and/or sub-sub-processors within ten days of the effective date of the contract.
- 4.2.3. The contractor must provide the RCMP notice of any new sub-contractors, sub-processors and/or sub-sub-processors at least 14-days in advance of providing that sub-contractors, sub-processors and/or sub-sub-processors with access to any organizational data.

4.3. Roles and Responsibilities for Security

- 4.3.1. Upon request, the contractor must clearly delineate the roles and responsibilities for the security controls and features of the solution between the contractor and the RCMP. This includes, at a minimum, the roles and responsibilities for:
- a) Account management;
 - b) Boundary protection;
 - c) Asset and information system backup;
 - d) Incident management;
 - e) System monitoring; and
 - f) Vulnerability management.

4.4. Endpoint Protection

- 4.4.1. Where end points are provided by the contractor, the contractor must implement, manage, and monitor security-hardened endpoints with active host-based protections to prevent against malware, attacks and misuse in accordance with industry recognized configuration guidelines such as those found in National Institute of Standards and Technology (NIST) 800-123(Guide to General Server Security), the Center for Internet Security (CIS) Benchmarks or an equivalent standard approved by the RCMP in writing.



4.5. Network and Communications Security

4.5.1. The contractor must:

- a) Enforce secure connections to all services using TLS 1.2, or subsequent versions;
- b) Use up-to-date and supported protocols, cryptographic algorithms and certificates, as outlined in the Guidance on securely configuring network protocols - ITSP.40.062 and the Cryptographic Algorithms for UNCLASSIFIED, PROTECTED A, and PROTECTED B Information - ITSP.40.111 or subsequent versions, both are accessible on the [Canadian Centre for Cyber Security](#) website;
- c) Use correctly configured certificates within the TLS connections in accordance with the Guidance on securely configuring network protocols - ITSP.40.062 or subsequent version.

4.6. Cryptographic Protection

4.6.1. Contractor personnel must:

- a) Configure any cryptography used to implement confidentiality or integrity safeguards, or used as part of an authentication mechanism (e.g., VPN solutions, TLS, software modules, PKI, and authentication tokens where applicable), in accordance with Communications Security Establishment (CSE)-approved cryptographic algorithms and cryptographic key sizes and crypto periods;
- b) Use cryptographic algorithms and cryptographic key sizes and crypto periods specified in Cryptographic Algorithms for UNCLASSIFIED, PROTECTED A, and PROTECTED B Information - ITSP.40.111 or subsequent versions, accessible on the [Canadian Centre for Cyber Security](#) website.

4.7. Data Protection

- 4.7.1. Organizational data is not to be stored on cloud services unless the service has been issued an Authority to Operate (ATO) by RCMP Departmental Security. The Project Authority is responsible for ensuring an ATO has been issued and all conditions are being followed throughout the life of the contract.
- 4.7.2. Any backup of organizational data is subject to the same security guidelines for encryption and access controls as the primary data source.
- 4.7.3. Electronic records and media devices must be sanitized and/or destroyed according to IT Media Sanitization - ITSP.40.006 or subsequent versions, accessible on the [Canadian Centre for Cyber Security](#) website.
- 4.7.4. It is not permitted for either the contractor and/or contractor personnel to make any copies of databases or any part of those databases containing organizational data outside of regular service resilience capabilities and within RCMP approved regional spaces or zones.
- 4.7.5. The contractor and/or contractor personnel must not move or transmit organizational data at rest outside of agreed upon service regions except when approval is obtained from RCMP.
- 4.7.6. The contractor must:
 - a) Implement end-to-end encryption for all protected data in transit. All encryption of data-in-transit must meet the requirements in Cryptographic Algorithms for UNCLASSIFIED, PROTECTED A, and PROTECTED B Information – ITSP.40.111 or subsequent versions, accessible on the [Canadian Centre for Cyber Security](#) website;;
 - b) Implement encryption of data at rest for all services hosting organizational data, including any and all metadata or logs derived from or related to organizational data, where the encryption of data at rest remains in effect, uninterrupted, and active at all times, even in the case of equipment or technology



- failure, as specified in Cryptographic Algorithms for UNCLASSIFIED, PROTECTED A, and PROTECTED B Information – ITSP.40.111, or subsequent versions, accessible on the [Canadian Centre for Cyber Security](#) website;
- c) Implement security controls that restrict administrative access to organizational data, including any and all metadata or logs derived from or related to organizational data and systems by the contractor and provides the ability to require the approval of RCMP before they can access organizational data to perform support, maintenance, or operational activities.
 - d) Take reasonable measures to ensure that contractor personnel do not have standing or ongoing access rights to organizational data without a need-to-know, including resources that provide technical or customer support based on approval from the RCMP.
 - e) Prevent any contractor personnel from holding credentials that allow that personnel to delete, modify or copy organizational data, unless that person has been cleared by the RCMP to the appropriate level deemed required by the RCMP.

4.8. Data Location (Residency)

- 4.8.1. All sensitive organizational data, including data in back-ups or data maintained for redundancy purposes must be within the geographical boundaries of Canada, or a Government of Canada embassy or consulate located abroad.

4.9. Data Processing

- 4.9.1. All sensitive organizational data handled by the contractor must be processed within the geographical boundaries of Canada².

4.10. Data Transport/Transmittal

- 4.10.1. If there is a requirement to transport organizational data, it must be transported using a FIPS 140-2 Level 2, or higher, compliant portable storage device provided by the RCMP. Access to this device must be restricted to appropriately security cleared contractor personnel only, as well as the RCMP client. The FIPS 140-2 Level 2 compliant portable storage device must be delivered by-hand or shipped in accordance with the section on [Physical Security Controls - Transport/Transmittal of Physical Assets](#).
- 4.10.2. The password for the portable storage device is to be provided via out-of-band means, either in person or by telephone to appropriately security cleared contractor personnel only.
- 4.10.3. Where there is a requirement to transmit organizational data, including any and all metadata or logs derived from or related to organizational data it must be done in a secure manner including the implementation of encryption for data in transit as outlined in the section on [Cryptographic Protection](#).

4.11. Data Disposition and Returning of Records

- 4.11.1. The contractor must crypto-shred resources (for example, equipment, data storage, files, and memory) that contain organizational data and ensure that previously stored data cannot be accessed by other customers after it is released. This includes all copies of organizational data that are made through replication for high availability and disaster recovery. The Contractor's disposal or reuse of resources must be aligned with one of the following:

² Exceptions for processing Protected A organizational data outside of Canada may be permitted from within Five Eyes countries with an RCMP security assessment and written RCMP approval from the Chief Security Officer (CSO) or delegate.



- a) IT Media Sanitization - ITSP.40.006 or subsequent versions, accessible on the [Canadian Centre for Cyber Security](#) website;
- b) Guidelines for Media Sanitization - [NIST SP 800-88](#); or
- c) Upon request of the RCMP, the contractor must provide a document that describes the contractor's process for disposal or reuse of resources.

4.11.2. The contractor must provide the RCMP with confirmation through a letter of attestation or log entries, that demonstrates successful erasing, purging or destruction of all resources, as appropriate, and an ability to prevent re-instantiation of any removed or destroyed system, capability (software or process), data, or information instances once the RCMP discontinues its use of the Services. The RCMP may require proof that encryption keys have been destroyed or that data has been successfully crypto-shredded to prevent the recovery of data.

4.11.3. In the event of Contract Termination or when otherwise requested by the RCMP, the contractor must:

- a) Ensure all data protection and security controls remain in place, as detailed in the Security Guide during the period where the RCMP is recovering organizational data; and
- b) Provide the RCMP with access to its organizational data for a period of time that enables the RCMP to recover all organizational data from the contractor.

4.12. Security Event Response

4.12.1. Government of Canada Cyber Security Event Management Plan (GC CSEMP) defines a Security Event as: "Any event, act, omission or situation that may be detrimental to government security, including threats, vulnerabilities and incidents".

4.12.2. A contractor is to promptly notify the RCMP Security Authority (via phone and/or email) of any compromise, such as:

- 4.12.2.1. A security breach, violation, risk or threat.
- 4.12.2.2. A security malfunction in any asset or safeguards have ceased to function.
- 4.12.2.3. Data spillage.
- 4.12.2.4. Irregular or unauthorized access to any asset.
- 4.12.2.5. Large scale copying of data or any information asset.
- 4.12.2.6. Irregular activity where a risk of compromise is or may be imminent.
- 4.12.2.7. A compromise has occurred, for example, events leading to the accidental or unlawful destruction, loss, alteration, unauthorized access or disclosure of assets.

4.12.3. When personal information or organizational data handled by the contractor is compromised, the contractor is responsible to:

- 4.12.3.1. Notify the RCMP Security Authority of the security event within 24 hours.
- 4.12.3.2. Investigate the security event and provide the RCMP with detailed information about the security event.
- 4.12.3.3. Take reasonable steps to mitigate the cause and to minimize any damage resulting from the security event.



4.13. Printing, Scanning, and Photocopying

- 4.13.1. Printing, scanning, and/or photocopying sensitive organizational data must be pre-authorized by the RCMP.
- 4.13.2. When printing/scanning/photocopying is authorized, the contractor must:
- a) Have additional/dedicated printers/scanners/photocopiers that are not directly connected to any network including the internet. Dedicated local connections of these devices to the contractors end-point(s) is acceptable;
 - b) Align with the requirements identified in the Physical Security Controls sections on [Storage](#), [Production of Hard Copy Information or Other Assets](#) and [Destruction](#); and
 - c) Sanitize and/or destroy printing/scanning/photocopying devices (such as multi-function devices, printers, copiers) according to IT Media Sanitization - ITSP.40.006 or subsequent versions, accessible on the [Canadian Centre for Cyber Security](#) website.

4.14. Security Assessment and Authorization (SA&A)

- 4.14.1. Before any solutions developed in whole or in part by contractors are moved into a production environment, an Interim Authority to Operate (IATO) or full Authority to Operate (ATO) must be granted. Obtaining an I/ATO requires a security assessment as part of the SA&A process, which can be initiated by contacting RCMP Departmental Security.

4.15. Termination

- 4.15.1. The contractor must have implemented a documented termination or change of status procedure for personnel. The procedure, at a minimum, must include:
- a) Notification of Termination to the Project Authority within 1 business day (24 hours);
 - b) Removal of information system access within 1 business day (24 hours) of termination;
 - c) Terminate and/or revoke any authenticators and/or credentials associated with the individual within 1 business day (24 hours);
 - d) Conduct exit interviews that include a discussion of items identified in the TBS Standard on Security Screening and any related provisions of the Industrial Security Program;
 - e) Submit 330-47 Security Briefing Form for termination of contractor's security clearance;
 - f) Retrieve all security-related RCMP information system-related property, including access cards within 1 business day (24 hours) and;
 - g) Retain access to RCMP information and information systems formerly controlled by terminated individual.
- 4.15.2. Contractor personnel, upon termination of the contract for any reason, are required to return to the Project Authority all RCMP issued devices including, but not limited to:
- a) Laptops;
 - b) Cellular Phones;
 - c) USB Drives; or
 - d) Smart Cards.



5. Personnel Security Controls

- 5.1. All contractors working for, or hired by the RCMP require a valid security status/clearance level. If the contractor personnel will have access to RCMP sensitive information, the required RCMP status/clearance or RCMP-approved equivalency³ must be at the appropriate level. Contractor personnel must submit to verification by the RCMP, prior to being granted access to sensitive information, systems, assets and/or facilities. The RCMP reserves the right to deny access to any of the contractor personnel, at any time. In the case of an incident, security or otherwise, the RCMP has the right to deny or suspend access to RCMP locations, services and or data if situations warrant this action, pending review of the incident.
- 5.2. When the RCMP identifies a requirement, for Enhanced Reliability Status (ERS) they will direct the contractors to the RCMP online portal for their completion of the clearance forms.
- 5.3. All contractor and sub-contractor personnel must maintain their personnel security clearance/status commensurate with the sensitivity of the work being performed throughout the life cycle of the contract (in accordance with the provisions of the SRCL).
- 5.4. Personnel security clearance/status must be in place prior to any work commencing on the requirement.
- 5.5. When unscreened personnel are required, the roles must be identified and pre-approved by the RCMP in the Security Requirements Check List (SRCL) once the successful vendor is chosen.
- 5.6. The contractor will be responsible for advising the RCMP of any changes in personnel security requirements. For example: Cleared personnel leaving the company or no longer supporting the RCMP contract, new personnel requiring security screening and personnel requiring renewal of their personnel security screening.
- 5.7. The RCMP will conduct personnel security screening checks that exceed the security requirements identified in the [Policy on Government Security](#).
- 5.8. The RCMP reserves the right to increase or change the levels required if they deem appropriate, once the job roles are clearly defined.

6. Glossary

Compromise	A breach of government security which includes, but is not limited to: <ul style="list-style-type: none"> • Unauthorized access to, disclosure, modification, use, interruption, removal, or destruction of sensitive information or assets, causing a loss of confidentiality, integrity, availability or value; • Any action, conduct, threat or gesture of a person toward an employee in the workplace or an individual within federal facilities that caused harm or injury to that employee or individual; • Events causing a loss of integrity or availability of government services or activities.
Contractor	The entity (can include one or more natural persons, corporations, partnerships, limited liability partnerships, service providers, vendors, etc.) delivering the services to the RCMP and its partners. It is the entity approved and referenced as the 'contractor' on the resulting contract.
End User	An authorized individual who uses the application or system for its primary purpose and has no administrative access.

³ Security status/Clearance level equivalencies require written approval from the Chief Security Officer (CSO) or designate.



Information Spillage	Refers to incidents where an Information Asset is inadvertently placed on an Asset or System that is not authorized to process it (e.g. ITSG-33, IR-9).
Metadata	Information describing the characteristics of data including, for example, structural metadata describing data structures (e.g., data format, syntax, and semantics) and descriptive metadata describing data contents (e.g., information security labels).
Organizational data	Information or data created for, collected by, under the custodianship of, or owned by the RCMP in any format, including but not limited to text, audio, video, or image, software, and related metadata.
Personal Information	Information about an identifiable individual and recorded in any form, as defined in the Privacy Act, Section 3 . Examples include, but are not limited to the information relating to race, nationality, ethnic origin, religion, age, marital status, address, education as well as the medical, criminal, financial or employment histories of an individual. Personal information also includes any identifying number or symbol, such as the social insurance number, assigned to an individual.
Project Authority	The entity responsible for the management of the contract. Any changes to the contract must be authorized in writing by the Project Authority, and the contractor must not perform work in excess or outside of the scope of the contract based on verbal or written requests or instructions from anyone other than the Project Authority.
Protected Information or Assets	When unauthorized disclosure, destruction, interruption, removal or modification to information or asset could reasonably be expected to cause injury to non-national interest.
Protected A Information	Applies to information when unauthorized disclosure could reasonably be expected to cause limited or moderate injury outside the national interest, for example, disclosure of an exact salary figure
Protected B Information	Applies to information when unauthorized disclosure could reasonably be expected to cause serious injury outside the national interest, for example, loss of reputation or competitive advantage.
Record	Any hard copy document or any data in a machine-readable format containing Personal Information.
RCMP Security Authority	The entity within an organization who is authorized to approve contract security and retains the Security Requirements Checklist (SRCL) signing authority.
Security Clearance	The necessary security clearance, such as, Secret and Top Secret Clearance, designated by Departmental Security of the RCMP, which may include some or all of the security screening steps listed in the appropriate Security Clause.
Security Event	Refer to the definition in Appendix B: Definitions, of the Treasury Board's Policy on Government Security .
Security Screening	Refer to the definition in Appendix A – Definitions, of the Treasury Board's Standard on Security Screening .
Sensitive	An information management security category that is used to identify information or other assets that, if compromised, would reasonably be expected to cause an injury in either national (classified) or non-national (protected) interest. Also refer to the definitions for classified and protected.
Sub-contractor	Any person to whom the contractor subcontracts the performance of the contractor's services, in whole or in part.
Sub-Processor	Any a natural or legal person, public authority, agency or other body which processes personal data on behalf of a data controller or contractor.
Telework	An agreement between a contractors' employee and the Project Authority to carry out some or all of their work duties from a remote location. Telework requires the completion of a telework agreement between the contractor and the Project Authority.



Appendix A – Physical Security Zoning Model

Access to the following zones is based on the concept of "need to know" to protect personnel and valuable assets, and used as a way to further restrict access to sensitive information.

Public Zone is where the public has unimpeded access and generally surrounds or forms part of a government facility. Examples: the grounds surrounding a building, lobbies, public streets and sidewalks.

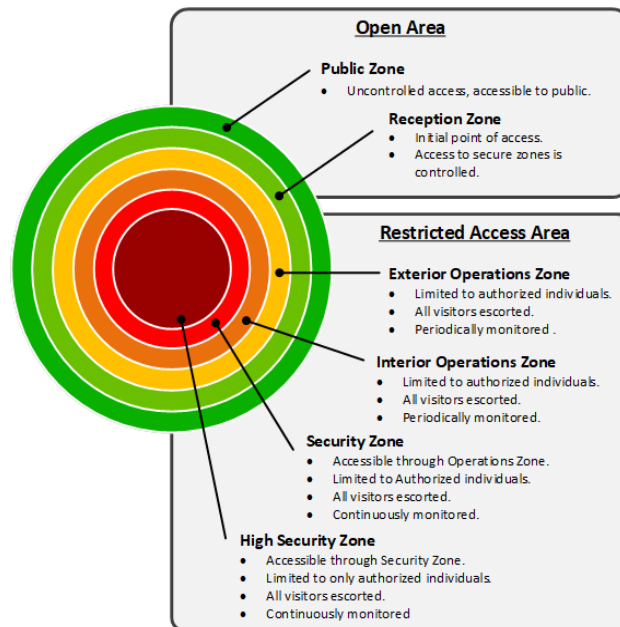
Reception Zone is where the transition from an open area to a restricted access area is demarcated and controlled. It is typically located at the entry to the facility where initial contact between visitors and the department occurs; this can include such spaces where services are provided and information is exchanged. Access by visitors may be limited to specific times of the day or for specific reasons.

Exterior Operations Zone is an area where access is limited to authorized individuals and properly-escorted visitors; it must be indicated by a recognizable perimeter (fence or gate) and be monitored periodically.

Interior Operations Zone is an area where access is limited to authorized individuals and properly-escorted visitors; it must be indicated by a recognizable perimeter (reception zone) to prevent unauthorized overview and access and is monitored periodically.

Security Zone is an area to which access is limited to authorized individuals and properly-escorted visitors; it must be indicated by a recognizable perimeter and be monitored continuously, 24 hours a day and 7 days a week. Example: an area where secret information is processed or stored.

High Security Zone is an area limited to authorized individuals and properly escorted visitors; it must be indicated by a perimeter built to the specifications recommended in the TRA, monitored continuously, 24 hours a day and 7 days a week and be an area to which details of access are recorded and audited. For example: an area where high-value assets are handled by selected personnel.





Appendix B – Security Classification Guide

Role/Function	Type of Data Accessed	Work Location	Role Description/Details	Clearance Level
Medical Doctors from designated clinic – Provide medical assessment of deployment candidates	Protected B – Confidential Medical information	Remote – Working from designated medical clinic	<ul style="list-style-type: none"> - Assess deployment candidates - document medical files - provide medical recommendations 	N/A Already governed by their respective Provincial Regulatory Body for Physicians
Nurses from designated clinic – Provide travel health assessments and vaccines for deployment candidates	Protected B – Confidential Medical information	Remote – Working from designated medical clinic	<ul style="list-style-type: none"> - Provide travel health assessments - Review medical results - Provide vaccinations 	N/A Already governed by their respective Provincial Regulatory Body for Nurses
Psychologists from designated clinic - Provide psychological assessment of deployment candidates	Protected B – Confidential Medical/Psychological information	Remote – Working from designated medical clinic	<ul style="list-style-type: none"> - Assess deployment candidates - Write psychological reports - provide psychological recommendations 	N/A Already governed by their respective Provincial Regulatory Body for Psychologists
Designated Health Clinic Co-ordinator	Protected B – Confidential Medical/Psychological information	Remote – Working from designated medical clinic	Send medical and psychological reports/results to RCMP International Health Services	Enhanced Reliability Status (ERS)
Designated Health Clinic Admin Staff (1 per clinic, 5 clinics in total)	Protected B – Confidential Medical/Psychological information	Remote – Working from designated medical clinic	Send medical and psychological reports/results Designated Health Clinic Co-ordinator	Enhanced Reliability Status (ERS)



ANNEX D - INSURANCE REQUIREMENTS

1. Medical Malpractice Liability Insurance

- 1.1. The Contractor must obtain Medical Malpractice Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$1,000,000 per loss and in the annual aggregate, inclusive of the defence costs.
- 1.2. Coverage is for what is standard in a Medical Malpractice policy and must be for claims arising out of the rendering or failure to render medical services resulting in injury, mental injury, illness, disease or death of any person caused by any negligent act, error or omission committed by the Contractor in or about the conduct of the Contractor's professional occupation or business of good samaritan acts.
- 1.3. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- 1.4. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.

2. Commercial General Liability Insurance

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



ANNEX E – Technical Evaluation

1. INSTRUCTIONS TO BIDDER

- 1.1 The Bidder is requested to provide a response to the Evaluation Criteria in the “Substantiation” column, or indicate where the criteria are met by entering the location (e.g. section/volume number, tab, page number, resume paragraph, etc.) in the “Substantiation” column.
- 1.2 For work experience to be considered by Canada, the technical bid must not simply indicate the title of the individual's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position. Only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the requirement, or reusing the same wording as the qualification requirements, will not be considered "demonstrated" for the purposes of the assessment. The Bidder should provide complete details as to where, when, month and year, and how, through which activities/responsibilities, the stated qualifications / experience were obtained. In situations in which a proposed resource worked at the same time on more than one project, the duration of any overlapping time period will be counted only once toward any requirements that relate to the individual's length of experience.
- 1.3 The Bidder is requested to utilize the unique item number and associated title/description of each evaluation criterion in their responses.

Example: *M6: Physician X experience: Tab #3, Physician X resume, Page 6, paragraph 4.*
- 1.4 Experience gained during formal education shall not be considered work experience. All requirements for work experience shall be obtained in a legitimate work environment as opposed to an educational setting. Experience gained during residency shall not be considered work experience. Co-op work terms are considered work experience provided they are related to the required services. If no months / years are stated to indicate when the work experience was obtained, then the experience will not be considered.
- 1.5 Phrases such as “experience working as a Physician” (or other resource category title) mean that the experience must match, to the satisfaction of the evaluation team, the requirements for such a resource category as stated in the Statement of Work provided with this RFP.
- 1.6 Phrases such as “experience ... dealing with matters related to the Statement of Work” mean that the experience must match, to the satisfaction of the evaluation team, the nature of the requirements for the work being done by the RCMP as described throughout the Statement of Work, including but not limited to background and introductory and other descriptive information.
- 1.7 Phrases such as “within the past five (5) years” used in this solicitation mean “within the five (5) years preceding the closing date of the RFP”. In the event that the RFP closing date is changed after the initial publication of the RFP, the experience will be measured from the final closing date, unless otherwise directed in an RFP amendment.
- 1.8 Work experience timelines that overlap will only be counted once towards the number of months.

Example: Work experience 1 timeframe is July 2011 to December 2011; Work experience 2 timeframe is October 2011 to January 2012; the total months of experience for these two work experience references is seven (7) months.
- 1.9 To demonstrate the experience of the Bidder or its personnel (i.e. proposed resources), the Bidder must provide the following details as to how the stated experience was obtained:
 - i. Name of the client organization(s) and contact information;
 - ii. Start and end dates (MM-YYYY);
 - iii. Nature, role, and scope of the services provided;
 - iv. A reference who can confirm the stated experience.



- 1.10 The Bidder is advised that, if the experience description only contains years, and does not specify any months within the year, then a maximum of only one month of experience will be allowed by the evaluation team if the experience starts and ends in the same year; and if the experience starts and ends in different years, only one month for the beginning year and one month for the end year of the range specified. For example, if the experience description states that a particular position or assignment was undertaken during:
- b. "2020", then only one month will be allowed for 2020, provided that the experience is applicable;
 - c. "2020-2021", then only one month will be allowed for 2020, and one month for 2021, for a total of two months, provided that the experience is applicable;
 - d. "2020-2022", then only one month will be allowed for 2020, and one month for 2022, and 12 for 2021, for a total of 14 months, provided that the experience is applicable. In cases where the number of years is longer, the first and last year will still be counted as one month each, provided that the experience is applicable.
- 1.11 Number of Resources Evaluated - Bidders must propose two (2) resources for each resource category. If the Bidder proposes more than two (2) resources, only the first two will be considered.

2. Mandatory Criteria

In their proposals, bidders must demonstrate in writing they meet the following mandatory criteria. Failure to meet any of the mandatory criteria will render the bid non-compliant and it will be given no further consideration. Links to web pages are not accepted and will be assessed a "NOT MET" rating.

Item	Mandatory Criteria	Substantiation	Met/Not Met RCMP USE ONLY
M1	<p>The Bidder must demonstrate that the location of each clinic is within 75km of each specified location by providing the address of each clinic.</p> <p>NOTE: Distance will be confirmed by drawing a straight line from the specified location to the provided clinic address in Google Maps.</p>		
	Vancouver, BC (14200 Green Timbers Way, BC V3T 6P3)		
	Ottawa, ON (73 Leikin Drive/promenade Leikin, Ottawa, ON K1A 0R2)		
	Toronto, ON (345 Harry Walker Parkway S. Newmarket, ON L3Y 8P6)		
	Montreal, QC (4225 Dorchester Blvd. W. Westmount, QC H3Z 1V5)		
	Québec City, QC (925 Rue 9E de l'Aéroport, Québec, QC G2G 2S5)		



Item	Mandatory Criteria	Substantiation	Met/Not Met RCMP USE ONLY
M2	<p>The Bidder must demonstrate that the Bidder has operated multiple clinics providing Occupational Health services across Canada for a period of at least 5 years.</p> <p>The bidder must provide a history of the clinics detailing the Occupational Health services provided and how long the services have been provided at each clinic.</p>		
M3	<p>The Bidder must demonstrate that the Bidder has operated clinics providing Tropical and Infectious Disease Medicine, and/or Travel Medicine across Canada for a period of at least 5 years in each.</p> <p>The bidder must provide a history of the clinics detailing the Tropical and Infectious Disease Medicine, and/or Travel Medicine services provided and how long the services have been provided at each clinic.</p>		



Item	Mandatory Criteria	Substantiation	Met/Not Met RCMP USE ONLY
M4	<p>The bidder must provide a Curriculum Vitae for each health professional per clinic (Note: to satisfy this criterion the Bidder must propose Two (2) resources per health professional category and location. Any other resources will be assessed prior to contract award or after). The same health professional can be identified in multiple clinics, but there will be no travel allowance for the health professional to travel between clinics.</p> <p>The health professional categories are:</p> <ol style="list-style-type: none"> 1. Physician – CV must clearly demonstrate requirements outlined in M5, M6, M7 and M8. 2. Psychologist – CV must clearly demonstrate requirements outlined in M9, M10, M11 and M12. 		
	Vancouver, BC	Physician#V1	
		Physician#V2	
		Psychologist#V1	
		Psychologist#V2	
	Ottawa, ON	Physician#O1	
		Physician#O2	
		Psychologist#O1	
		Psychologist#O2	
	Toronto, ON	Physician#T1	
		Physician#T2	
		Psychologist#T1	
		Psychologist#T2	
	Montreal, QC	Physician#M1	
		Physician#M2	
		Psychologist#M1	
		Psychologist#M2	
	Québec City, QC	Physician#QC1	
		Physician#QC2	
		Psychologist#QC1	
		Psychologist#QC2	



Item	Mandatory Criteria	Substantiation	Met/Not Met RCMP USE ONLY	
M5	<p>Physicians (per clinic/city)</p> <p>The Bidder must clearly demonstrate that each proposed Physician in each site is licensed in and able to practice without any restrictions (i.e. be in good standing) in the province of practice.</p> <p>The bidder must provide a:</p> <ol style="list-style-type: none"> printout of Licence Number (NOTE: printout from licencing body website) 			
	Vancouver, BC	Physician#V1		
		Physician#V2		
	Ottawa, ON	Physician#O1		
		Physician#O2		
	Toronto, ON	Physician#T1		
		Physician#T2		
	Montreal, QC	Physician#M1		
		Physician#M2		
	Québec City, QC	Physician#QC1		
		Physician#QC2		



Item	Mandatory Criteria	Substantiation	Met/Not Met RCMP USE ONLY
M6	<p>Physicians (per clinic/city)</p> <p>The Bidder must clearly demonstrate that each proposed Physician has a minimum of 3 years full-time or equivalent part-time experience, excluding residency experience, in the practice of Occupational health medicine.</p> <p>NOTE: Must cross-reference to CV.</p>		
	Vancouver, BC	Physician#V1	
		Physician#V2	
	Ottawa, ON	Physician#O1	
		Physician#O2	
	Toronto, ON	Physician#T1	
		Physician#T2	
	Montreal, QC	Physician#M1	
		Physician#M2	
	Québec City, QC	Physician#QC1	
		Physician#QC2	



Item	Mandatory Criteria	Substantiation	Met/Not Met RCMP USE ONLY
M7	<p>Physicians (per clinic/city)</p> <p>The Bidder must clearly demonstrate that each proposed Physician has a minimum of 3 years full-time or equivalent part-time experience, excluding residency experience, providing Health services in the field of Tropical and Infectious Disease Medicine, and/or Travel Medicine.</p> <p>NOTE: Must cross-reference to CV.</p>		
	Vancouver, BC	Physician#V1	
		Physician#V2	
	Ottawa, ON	Physician#O1	
		Physician#O2	
	Toronto, ON	Physician#T1	
		Physician#T2	
	Montreal, QC	Physician#M1	
		Physician#M2	
	Québec City, QC	Physician#QC1	
		Physician#QC2	



Item	Mandatory Criteria	Substantiation	Met/Not Met RCMP USE ONLY	
M8	<p>Physicians (per clinic/city)</p> <p>The Bidder should clearly demonstrate that each proposed Physician has a minimum of 6 months full-time or equivalent part-time experience within the last 10 years, excluding residency experience, related to the conducting of health assessments of clients to determine fitness for work in high risk occupations and/or in high risk (fragile and conflict affected) environments. A summary should be provided by the Bidder that details the experience with specific reference to:</p> <ol style="list-style-type: none"> 1. Must cross-reference to CV 2. Jobs 3. Duration (span over time) 4. # of days/month of part-time experience spent conducting occupational health assessments converted to full-time equivalent (i.e. 20 days/month). 5. How the experience meets the criterion 			
	Vancouver, BC	Physician#V1		
		Physician#V2		
	Ottawa, ON	Physician#O1		
		Physician#O2		
	Toronto, ON	Physician#T1		
		Physician#T2		
	Montreal, QC	Physician#M1		
		Physician#M2		
	Québec City, QC	Physician#QC1		
		Physician#QC2		



Item	Mandatory Criteria	Substantiation	Met/Not Met RCMP USE ONLY	
M9	<p>Psychologists (per clinic/city)</p> <p>The Bidder must demonstrate that each proposed Psychologist in each site is licensed in and able to practice without any restrictions (i.e. be in good standing) in the province of practice.</p> <p>The bidder must provide a:</p> <ol style="list-style-type: none"> printout of Registration Number (NOTE: printout from licencing body website) 			
	Vancouver, BC	Psychologist#V1		
		Psychologist#V2		
	Ottawa, ON	Psychologist#O1		
		Psychologist#O2		
	Toronto, ON	Psychologist#T1		
		Psychologist#T2		
	Montreal, QC	Psychologist#M1		
		Psychologist#M2		
	Québec City, QC	Psychologist#QC1		
		Psychologist#QC2		



Item	Mandatory Criteria	Substantiation	Met/Not Met RCMP USE ONLY
M10	<p>Psychologists (per clinic/city)</p> <p>The bidder must demonstrate that each proposed Psychologist has a minimum of 3 years full-time or equivalent part-time experience as a licensed psychologist, conducting psychological assessments of police officers or other employees in high-risk occupations (i.e. Fire Fighters, Military, and Emergency Personnel).</p> <p>NOTE: Must cross-reference to CV.</p>		
	Vancouver, BC	Psychologist#V1	
		Psychologist#V2	
	Ottawa, ON	Psychologist#O1	
		Psychologist#O2	
	Toronto, ON	Psychologist#T1	
		Psychologist#T2	
	Montreal, QC	Psychologist#M1	
		Psychologist#M2	
	Québec City, QC	Psychologist#QC1	
		Psychologist#QC2	



Item	Mandatory Criteria	Substantiation	Met/Not Met RCMP USE ONLY
M11	<p>Psychologists (per clinic/city)</p> <p>The bidder must demonstrate that each proposed Psychologist has experience administering and interpreting the Minnesota Multiphasic Personality Inventory (MMPI-2RF) or (MMPI-3) as part of a comprehensive psychological assessment.</p> <p>Must cross-reference to CV.</p>		
	Vancouver, BC	Psychologist#V1	
		Psychologist#V2	
	Ottawa, ON	Psychologist#O1	
		Psychologist#O2	
	Toronto, ON	Psychologist#T1	
		Psychologist#T2	
	Montreal, QC	Psychologist#M1	
		Psychologist#M2	
	Québec City, QC	Psychologist#QC1	
		Psychologist#QC2	



Item	Mandatory Criteria	Substantiation	Met/Not Met RCMP USE ONLY	
M12	<p>Psychologists (per clinic/city)</p> <p>The bidder should demonstrate over 6 months experience (within the last 10 years) conducting psychological assessments to determine fitness for work or return to work.</p> <p>A summary should be provided by the Bidder that details the experience with specific reference to:</p> <ol style="list-style-type: none"> 1. Must cross-reference to CV 2. Jobs 3. Duration (span over time) 4. # of days/month of part-time experience spent conducting occupational health assessments converted to full-time equivalent (i.e. 20 days/month). 5. How the experience meets the criterion 			
	Vancouver, BC	Psychologist#V1		
		Psychologist#V2		
	Ottawa, ON	Psychologist#O1		
		Psychologist#O2		
	Toronto, ON	Psychologist#T1		
		Psychologist#T2		
	Montreal, QC	Psychologist#M1		
		Psychologist#M2		
	Québec City, QC	Psychologist#QC1		
		Psychologist#QC2		



APPENDIX 1

BIDDER'S SUBMISSION FORM

BIDDER SUBMISSION FORM			
Bidder's full legal name in both Official Languages	English:		
	French:		
Authorized Representative of Bidder for evaluation purposes (e.g., clarifications)	Name		
	Title		
	Address in both Official Languages	English:	
		French:	
	Telephone #		
	Fax #		
Email			
Jurisdiction of Contract: Province in Canada the Bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation)			
<p>On behalf of the Bidder, by signing below, I confirm that I have read the entire solicitation including the documents incorporated by reference into the solicitation and I certify that:</p> <ol style="list-style-type: none"> 1. The Bidder considers itself and its services able to meet all the mandatory requirements described in the solicitation; 2. This offer is valid for the period requested in the solicitation; 3. All the information provided in the offer is complete, true and accurate; and <p>If the Bidder is awarded a contract, it will accept all the terms and conditions set out in the resulting contract clauses included in the solicitation.</p>			
Signature of Authorized Representative of Bidder		Date	