



RETURN BIDS TO :
RETOURNER LES SOUMISSIONS À :
Bid Receiving - Réception des soumissions:

Sharon Zirk
Chief, Material Management
Grande Cache Institution
PO Bag 4000
Grande Cache, AB
T0E 0Y0

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

Proposal to: Correctional Service Canada

We hereby offer to sell to Her Majesty the Queen 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 à: Service Correctionnel du Canada

Nous offrons par la présente de vendre à Sa Majesté la Reine 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 RELATIVE À LA SÉCURITÉ »

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

Telephone # — N° de Téléphone :

Fax # — No de télécopieur :

Email / Courriel : _____

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

Title — Sujet: Physician Services Grande Cache Institution	
Solicitation No. — N° de l'invitation 53200-13-1877249	Date:
Client Reference No. — N° de Référence du Client 53200-13-1877249	
GETS Reference No. — N° de Référence de SEAG	
Solicitation Closes — L'invitation prend fin at / à : 10:00CST on / le : September 20, 2013	
F.O.B. — F.A.B. Plant – Usine: Destination: Other-Autre: Grande Cache Institution Grande Cache AB	
Address Enquiries to — Soumettre toutes questions à: Regional Contracting Specialist	
Telephone No. – N° de téléphone: 306-975-8921	Fax No. – N° de télécopieur: (306-975-6238)
Destination of Goods, Services and Construction: Destination des biens, services et construction: 1 Mile South Hoppe Avenue Grande Cache AB	
Instructions: See Herein Instructions : Voir aux présentes	
Delivery Required — Livraison exigée : See herein	Delivery Offered – Livraison proposée : Voir aux présentes
Name and title of person authorized to sign on behalf of Vendor/Firm Nom et titre du signataire autorisé du fournisseur/de l'entrepreneur	
Name / Nom	Title / Titre
Signature	Date
(Sign and return cover page with bid proposal / Signer et retourner la page de couverture avec la proposition)	



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Correctional Service
Canada

Service correctionnel
Canada

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PART 1 - GENERAL INFORMATION

1. Security Requirement

There is a security requirement associated with the requirement. For additional information, consult Part 4 - Evaluation Procedures and Basis of Selection and Part 6 - Resulting Contract Clauses.

2. Statement of Work

SACC Manual clause B4007C 2006-06-16 Statement of Work

The Work to be performed is detailed under Annex A of the resulting contract clauses.

3. Revision of Departmental Name

As this bid solicitation is issued by Correctional Service Canada (CSC), any reference to Public Works and Government Services Canada (PWGSC) or its Minister contained in full text or by reference in any term, condition or clause of this document, or any resulting contract, shall be interpreted as a reference to CSC or its Minister.

4. Debriefings

After contract award, 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 of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.



PART 2 - BIDDER INSTRUCTIONS

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](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) Manual issued by Public Works and Government Services Canada.

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

The 2003 2012-11-19 Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 1.4 and 1.5 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, does not form part of and not apply to the bid solicitation. All other subsections of '01 Code of Conduct and Certifications – Bid', form part of and apply to the bid solicitation.

2. Submission of Bids

Bids must be submitted only to Correctional Service Canada (CSC) by the date, time and place indicated on page 1 of the bid solicitation.

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

3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) business 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 questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

4. Applicable Laws

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

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



PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

CSC requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid: **three (3) hard copies**

Section II: Financial Bid: **one (1) hard copy**

Section III: Certifications: **one (1) hard copy**

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

Bidders are requested to submit their Financial Bid in an envelope separate from their technical proposal.

CSC requests that bidders follow the format instructions described below in the preparation of their bid:

- i. use 8.5 x 11 inch (216 mm x 279 mm) paper;
- ii. 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](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders are encouraged to:

- i. use paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and
- ii. use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid

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

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



Section II: Financial Bid

Bidders must submit their financial bid in accordance with the pricing schedule detailed in **Annex B - Proposed Basis of Payment**. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) must be shown separately, if applicable.

See Annex B – Proposed Basis of Payment for the Pricing Schedule format.

1.1 Exchange Rate Fluctuation

SACC Manual clause C3011T 2010-01-11 Exchange Rate Fluctuation

The requirement does not provide for exchange rate fluctuation protection. Any request for exchange rate fluctuation protection will not be considered and will render the bid non-responsive.

Section III: Certifications

Bidders must submit the certifications required under **Part 5 - Certifications**.



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

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 CSC will evaluate the bids.

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

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

1.1.2 Point Rated Technical Criteria

Proposals will be evaluated to determine their score with regards to the point rated criteria outlined in **Annex D – Evaluation Criteria**.

1.2 Financial Evaluation

SACC Manual Clause A0220T 2007-05-25 Evaluation of Price

The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded FOB destination, Canadian customs duties and excise taxes included.

Proposals containing a financial bid other than the one requested at **Article 3. Section II: Financial Bid** of **PART 3 – BID PREPARATION INSTRUCTIONS** will be declared non-compliant.

Note to Bidders: Table Totals will be calculated using the formula that follows the corresponding table in **Annex B – Proposed Basis of Payment**.

2. Basis of Selection

SACC Manual clause A0035T 2007-05-25 Basis of Selection Lowest Price Per Point

- 1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory technical evaluation criteria.
- 2. Bids not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. The responsive bid with the lowest evaluated price per point will be recommended for award of a contract.



3. Security Requirement

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

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
- (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in **Part 6 - Resulting Contract Clauses**;
- (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.

3.2 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.

3.3 For additional information on security requirements, bidders should consult the "[Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders](http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31)" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Website.

4. Insurance Requirement

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 clause 11 of Part 6, Resulting Contract Clauses.

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 5 - CERTIFICATIONS

Bidders must provide the required certifications to be awarded a contract. Canada will declare a bid non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to verify bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

1. Certifications Required with the Bid

Bidders must submit the following duly completed certifications with their bid.

1.1 Federal Contractors Program – Certification

SACC Manual Clause A3030T Federal Contractors Program - \$200,000 or More

1. The Federal Contractors Program (FCP) requires that some suppliers, including a supplier who is a member of a joint venture, bidding for federal government contracts, valued at \$200,000 or more (including all applicable taxes), make a formal commitment to implement employment equity. This is a condition precedent to contract award. If the Bidder, or, if the Bidder is a joint venture and if any member of the joint venture, is subject to the FCP, evidence of its commitment must be provided before the award of the Contract.

Suppliers who have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive government contracts over the threshold for solicitation of bids as set out in the *Government Contracts Regulations*. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than the reduction of their workforce to less than 100 employees. Any bids from ineligible contractors, including a bid from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

2. If the Bidder does not fall within the exceptions enumerated in 3.(a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP, the Bidder must fax (819-953-8768) a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.
3. The Bidder, or, if the Bidder is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Bidder or the member of the joint venture

- a. () is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;



- b. () is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;
- c. () is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC (having not bid on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is attached;
- d. () is subject to the FCP, and has a valid certificate number as follows: _____ (e.g. has not been declared an ineligible contractor by HRSDC).

Further information on the FCP is available on the HRSDC Web site.

1.2 Former Public Servant Certification

Contracts with 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 with FPS, bidders must provide the information required below.

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, in the context of the fee abatement formula, 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

Is the Bidder a FPS in receipt of a pension as defined above? **YES** () **NO** ()

If so, the Bidder must provide the following information:



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

Work Force Reduction Program

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? **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 reduction program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.

Note to Bidders: Bidders are advised that a contract issued to a FPS in receipt of a pension under the *Public Service Superannuation Act* (PSSA) will be identified as such on the CSC Departmental Proactive Disclosure of Contracts internet site.

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 Bidder 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: 2012-2 of the Treasury Board Secretariat of Canada.

1.3 Status and Availability of Resources

SACC Manual clause A3005T 2010-08-16 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.



1.4 Education and Experience

SACC Manual clause A3010T 2010-08-16 Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate.

Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

Certification:

By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.



PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement

1. The Contractor/Offeror personnel requiring access to **PROTECTED/CLASSIFIED** information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of **RELIABILITY STATUS**, granted or approved by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC) or Correctional Service Canada (CSC).
2. The Contractor/Offeror **MUST NOT** remove any **PROTECTED/CLASSIFIED** information from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
3. Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of CSC.
4. The Contractor must comply with the provisions of the:
 - a) Security Requirements Check List, described in Annex "C";
 - b) Industrial Security Manual (Latest Edition).

2. Statement of Work

SACC Manual clause B4007C 2006-06-16 Statement of Work
The Work to be performed is detailed under Annex A of the resulting contract clauses.

3. 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](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) Manual issued by Public Works and Government Services Canada.

As this Contract is issued by Correctional Service Canada (CSC), any reference to Public Works and Government Services Canada (PWGSC) or its Minister contained in full text or by reference in any term, condition or clause of this document shall be interpreted as a reference to CSC or its Minister.

3.1 General Conditions

SACC Manual 2010B 2012-11-19, General Conditions - Professional Services (Medium Complexity), apply to and form part of the Contract.

Subsection 31.4 of 2010B, General Conditions – Professional Services (Medium Complexity), will not form part of the Contract. All other subsections of ‘2010B 31 Code of Conduct and Certifications – Contract’, will form part of the Contract.

3.2 Supplemental General Conditions

SACC Manual 4008 2008-12-12 Personal Information, apply to and form part of the Contract.

4. Term of Contract

4.1 Period of the Contract

The Work is to be performed during the period of contract award to June 30, 2014.



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 2 additional 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 30 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.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Nancy Baessler
Title: Regional Contracting Specialist
Correctional Service Canada
Branch/Directorate: Regional Headquarters
Telephone: 306-975-8921
Facsimile: 306-975-6238
E-mail address: nancy.baessler@csc-scc.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.

5.2 Project Authority

The Project Authority for the Contract is:

Name: Clancy McCann
Title: Manager, Health Services
Correctional Service Canada
Branch/Directorate: Grande Cache Institution
Telephone: (780)827-4200 Ext. 7609
Facsimile: (780)827-2171
E-mail address: Clancy.Mccann@csc-scc.gc.ca

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.

5.3 Contractor's Representative

The Authorized Contractor's Representative is:

Name: _____
Title: _____
Company: _____



Address: _____

Telephone: _____ - _____ - _____

Facsimile: _____ - _____ - _____

E-mail address: _____

6. Payment

6.1 Basis of Payment

SACC Manual Clause H1008C 2008-05-12 Monthly Payments

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

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

6.2 Limitation of Price

SACC Manual clause C6001C 2011-05-16 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____. Customs duties are excluded and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.
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 percent committed, or
 - b. four (4) 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.



6.3 Time Verification

SACC Manual clause C0711C 2008-05-12 Time Verification

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

6.4 SACC Manual Clauses

SACC Manual clause A9117C 2007-11-30, T1204 - Direct Request by Customer Department

SACC Manual clause C0710C 2007-11-30, Time and Contract Price Verification

SACC Manual clause C0705C 2010-01-11, Discretionary Audit

6.6 Travel and Living Expenses

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

6.7 Limitation of Expenditure

SACC Manual Clause C0206C 2011-05-16 Basis of Payment – Limitation of Expenditure

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex _____, to a limitation of expenditure of **\$XXX** (*insert the amount at contract award*). Customs duties are excluded and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

7. Invoicing Instructions

SACC Manual clause H5001C 2008-12-12 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Each invoice must be supported by:
 - a) a copy of time sheets to support the time claimed;
3. Invoices must be distributed as follows:

The original and one (1) copy must be forwarded to the following address for certification and payment:

Grande Cache Institution
Att: Health Services
PO Bag 4000
Grande Cache AB T0E 0Y0

8. Certifications

8.1 Certification of Compliance

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



8.2 SACC Manual Clauses

SACC Manual Clause A707C 2008-05-12 Replacement of Specific Individuals

1. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:
 - a. the name, qualifications and experience of the proposed replacement; and
 - b. proof that the proposed replacement has the required security clearance granted by Canada, if applicable.
3. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

9. Applicable Laws

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

10. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the Supplemental General Conditions 4008 2008-12-12 Personal Information;
- (c) the General Conditions 2010B 2012-11-19, General Conditions - Professional Services (Medium Complexity);
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List
- (g) the Contractor's bid dated _____ (to be inserted at contract award)

11. Insurance Requirements

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



The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection. The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

11.1 SACC Manual G2004C 2008-05-12 Medical Malpractice Insurance

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.
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.
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.
4. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

12. Ownership Control

Where the Contractor will have access to any and all personal and confidential information belonging to Canada, CSC staff or inmates for the performance of the work, the following will apply:

- (a) The Contractor warrants that it is not under ownership control of any non-resident entity (ie. Individual, partnership, joint venture, corporation, limited liability company, parent company, affiliate or other).
- (b) The Contractor shall advise the Minister of any change in ownership control for the duration of the contract.
- (c) The Contractor acknowledges that the Minister has relied on this warranty in entering into this Contract and that, in the event of breach of such warranty, or in the event that the Contractor's ownership control becomes under a non-resident entity, the Minister shall have the right to treat this Contract as being in default and terminate the contract accordingly.
- (d) For the purposes of this clause, a non-resident entity is any individual, partnership, joint venture, corporation, limited liability company, parent company, affiliate or other residing outside of Canada.

13. Closure of Government Facilities

13.1 Contractor personnel are employees of the Contractor and are paid by the Contractor on the basis of services rendered. Where the Contractor or the Contractor's employees are providing services on government premises pursuant to this Contract and the said premises become non accessible due to evacuation or closure of government facilities, and



consequently no Work is being performed as a result of the closure, Canada will not be liable for payment to the Contractor for the period of closure.

- 13.2 Contractors working at CSC sites should be aware that they may be faced with delay or refusal of entry to certain areas at certain times even if prior arrangements for access may have been made. Contractors are advised to call in advance of travel to ensure that planned access is still available.

14. Tuberculosis Testing

- 14.1 It is a condition of this contract that the Contractor or any employees of the Contractor who require entry into a Correctional Service of Canada Institution to fulfill the conditions of the contract may, at the sole discretion of the Warden, be required to provide proof of and results of a recent tuberculin test for the purpose of determining their TB infection status.
- 14.2 Failure to provide proof of and results of a tuberculin test may result in the termination of the contract.
- 14.3 All costs related to such testing will be at the sole expense of the Contractor.

15. Compliance with CSC Policies

- 15.1 The Contractor agrees that its officers, servants, agents and subcontractors will comply with all regulations and policies in force at the site where the work covered by this contract is to be performed.
- 15.2 Unless otherwise provided in the contract, the Contractor shall obtain all permits and hold all certificates and licenses required for the performance of the Work.
- 15.3 Details on existing CSC policies can be found at: www.csc-scc.gc.ca or any other CSC web page designated for such purpose.

16. Health and Labour Conditions

- 16.1 In this section, "Public Entity" means the municipal, provincial or federal government body authorized to enforce any laws concerning health and labour applicable to the performance of the Work or any part thereof.
- 16.2 The Contractor shall comply with all laws concerning health and labour conditions applicable to the performance of the Work or part thereof and shall also require compliance of same by all its subcontractors when applicable.
- 16.3 The Contractor upon any request for information or inspection dealing with the Work by an authorized representative of a Public Entity shall forthwith notify the Project Authority or Her Majesty.
- 16.4 Evidence of compliance with laws applicable to the performance of the Work or part thereof by either the Contractor or its subcontractor shall be furnished by the Contractor to the Project Authority or Her Majesty at such time as the Project Authority or Her Majesty may reasonably request."



17. Government Site Regulations

SACC Manual A9068C 2010-01-11 Government Site Regulations

The Contractor must comply with all regulations, instructions and directives in force on the site where the Work is performed.

ANNEX A – Statement of Work

The Correctional Service Canada has a requirement to provide physician services to all offenders onsite at the Grande Cache Institution. Please note that there is a high percent of marginalized offenders within the Grande Cache Institution population.

The work will involve the following:

1.1 Background

The objective of this Request for Proposal (RFP) is to procure services of physician(s) who has(have) the knowledge and experience necessary to provide medical services to inmates in accordance with generally accepted community standards.

Should the occasion arise that a woman offender asks to be seen by a female physician, CSC will honour that request and the bidder should be prepared to make arrangements to provide that service. For CSC facilities housing women inmates: bidders must submit at least one woman physician as part of their proposal.

This contract is for provision of physician services for 2 clinics per week, up to 6.0 hours per week at a determined time at Grande Cache Institution Alberta as agreed between the Project Authority and the Contractor.

1.2 Objectives:

Legislative Mandate / Authority

1.2.1 The Corrections and Conditional Release Act states that:

Section 86.1:

(a) The Service shall provide every inmate with essential health care;

And

b) reasonable access to non-essential mental health care that will contribute to the inmate's rehabilitation and successful reintegration into the community.

Section 86.2:

The provision of health care under subsection (1) shall conform to professionally accepted standards.

Section 87:

The Service shall take into consideration an offender's state of health and health care needs

(a) in all decisions affecting the offender, including decisions relating to placement, transfer, administrative segregation and disciplinary matters; and

(b) in the preparation of the offender for release and the supervision of the offender.

1.2.2 Additionally, more precise direction related to Health Care for Inmates is provided by CSC policy via Commissioner's Directives (CD) as follows:

(a) CD800 Health Services

(b) CD803 Consent to Health Services Assessment, Treatment and Release of Information

(c) CD805 Administration of Medications

(d) CD821 Management of Infectious Diseases

- Protocol 821-1 Managing Exposure to Blood and/or Body Fluids
- Guidelines 821-2 – Bleach Distribution

- (e) CD825 Hunger Strikes
- (f) CD835 Health Care Records
- (g) CD840 Psychological Services
- (h) CD843 Prevention, Management and Response to Suicide and Self-Injuries
- (i) CD 843 Use of restraints equipment for Health Purposes
- (j) CD850 Mental Health Services

1.3 Tasks:

1.3 General Statement of Work

- 1.3.1 Provide medical services to inmates in federal correctional institutions in accordance with generally accepted community standards.
- 1.3.1 Offer, in Health Services Units at appropriate times, medical services which include examinations and assessments of inmates; investigations; diagnostics; treatments; prescriptions; and references to consultants as required.
- 1.3.1 Request outside hospital services when required, and provide relevant information to the treating physician.
- 1.3.1 Provide follow-up to clinical services and/or hospital admissions of inmates, phone consultations, and emergency services for the Institution during working hours, Sunday to Saturday from 0700 to 1800 hours. Clinic hours provided to the institution will be decided by the Departmental Representative/Project Authority (Chief Health Services) at the site.
- 1.3.1 Document appropriately in the Correctional Service Canada medical files all relevant information concerning all interventions, including examination, diagnosis, treatment or/and prescription according to professional standards.
- 1.3.1 Visit inmates in segregation areas upon request when applicable.
- 1.3.1 Approve Emergency Response Medical Directives and provide advice in the drafting of Institutional Non Emergency Medical Directives that govern the delegation of physician authority to the nursing staff for specific health interventions; review and approve both annually and when a national review of those Directives results in a change.
- 1.3.1 Remain in the institution during crisis situations at the request of the Chief of Health Services / Director.
- 1.3.1 Attend Regional Health Services meetings on request of Health Services Administrator. Participate as a member of the Pharmacy and Therapeutics Committee at the request of the Health Services Administrator or Departmental Representative/Project Authority (Chief Health Services). Participate in case discussions with members of the health care teams as required.
- 1.3.1 Provide CSC approved treatment for opiate addiction (as outlined in, for example, Methadone Treatment Guidelines) and participate in training and education when required in order to maintaining professional privileges in this area.
- 1.3.1 Assure continuity of care when appropriate, including the identification of community-based providers and the provision of timely referral information to medical resources upon transfer to another institution and/or discharge to the community.
- 1.3.1 Participate in team meetings/discussions when requested.
- 1.3.1 Provide a copy of their Professional Registration Licensing to the Chief Health Services on an annual basis.

1.3 Public Health

- 1.3.1 Assess inmates with known or suspected infectious diseases and provide medical management in accordance with professional practice standards and Correctional Service Canada protocols and guidelines.
- 2.3.1 Isolate and report inmates with known communicable diseases in accordance with provincial public health regulations and Correctional Service Canada protocols.

1.3 Prescribing Practices

- 3.3.1 Physicians agree to adhere to the approved Formulary when prescribing medication. Appropriate documentation to justify non-formulary items shall be completed and forwarded to the designated authority. The designated authority will be the Regional Pharmacist in regions that staff this position. In all other regions, the completed documentation shall be forwarded to the National Pharmacist or, in his/her absence, to the Director General of Health Services. The designated authority then has the opportunity to request clarification and suggest cost effective alternatives. Additions, deletions and substitutions shall be determined by the Pharmacy & Therapeutics Committee.
- 4.3.1 Physicians agree to abide by CSC policy, including paragraph 15 in Commissioner's Directive 800 which reads: "Medication for inmates shall be prescribed by an institutional clinician only when clinically indicated. Accordingly, the administration of medication to inmates for restraint or for other security purposes shall not be undertaken."

1.3 Essential Services Guidelines

- 5.3.1 To utilize the Correctional Service Canada policies with respect to essential Health Services, including but not restricted to policies set forth in the Commissioner's Directives, and Guidelines and Standards attached thereto, National Medical Directives, Regional Instructions, and Institutional Medical Directives as well as Correctional Service Canada's Mission Statement.
- 6.3.1 To adhere to and support Correctional Service Canada policies with respect to the economical and efficient management of Health Service's resources.

2.11 Constraints

2.11.1 Conflict of interest:

- A. Contractor and the Contractor's Personnel shall have no direct or indirect financial or other interest that would constitute a conflict of interest in the performance or the outcome of the work. Should such an interest be acquired during the performance of the work, the Contractor shall declare it immediately to the CSC PA, who will determine, at his sole discretion, whether it constitutes an unfair advantage or creates a conflict of interest.
- B. Contractor, any of its subcontractors, any of its respective employees or former employees who are involved in any manner in the work under the contract will not be able to bid, or provide assistance to any bidder, on any request for proposal resulting from the work under the contract.

2.11.2 CSC business environment:

- A. The Contractor shall note that the environment in which CSC conducts its operations to meet its mandate may change quite rapidly, depending on legislative or policy changes or incidents related to correctional operations. The CSC PA may request that the Contractor modify the deliverables to be produced under the contract, in response to these changes.

2.11.5 Alcohol and Narcotics:

Grande Cache Institution has a zero tolerance policy for alcohol beverages and narcotics on site. These items are not permitted on the institutional property. Discovery of such items on site, and identification of the person or persons responsible for them, shall be reported immediately to the Institutional Head or his designate. Any person employed in the project who appear to be intoxicated or under the influence of any drug or narcotic, or how behaves in an unusual manner, not attributable to the legitimate medical condition, shall be subject to immediate removal from institutional property.

2.11.6 Control of Contraband:

The contractor is responsible for ensuring that all person employed by him directly or indirectly on the work project are familiar with Corrections and Conditional Release Act Section 45, which in part provides that every person commits a summary conviction offense whom:

Is in possession of contraband beyond the visitors control point in a Penitentiary.

Is in possession of contraband of anything referred to in sections (2b, d, f, g), (3), (4), (5) and (7c, d) of the definition of "contraband" in Section 2 before the visitors control point at a Penitentiary; Delivers or attempt to deliver contraband to, or receives or attempt to receive contraband from an inmate; Without prior authorization, delivers jewellery to, or receives jewellery from an inmate.

Contraband means:

- (a) An intoxicant
- (b) A weapon or component thereof, ammunition for a weapon and anything designed to kill, injure or disable a person or that is altered so as to be capable of killing, injuring or disabling a person, when possessed without prior authorization
- (c) An explosive or a bomb component thereof
- (d) Currency over any applicable prescribed limit, when possessed without prior authorization, and
- (e) Any item not described in paragraph (a) to (d) that could jeopardize the security of a Penitentiary or the safety of person, when that item is possessed without prior authorization, for example:
 - a. Letters
 - b. Knives
 - c. Money
 - d. Drugs
 - e. Articles of clothing
 - f. Cigarettes received from an inmate.

2.11.7 Searching:

A Staff member may conduct routine non-intrusive or routine first search of visitors without individualized suspicion, in the prescribed circumstances, which circumstance must be limited to what is reasonably required for security purposes.

2.11.8 Vehicles/Parking:

All vehicles are to be locked and secured, vehicle tool boxes locked and no loose or removable parts are to be accessible for removal.

All contractor vehicles are to be parked in the identified main parking lot, in unreserved stalls unless a request is submitted and authorized by the Institutional Head

2.11.9 Institutional Lock-Downs:

Due to operational requirements, the institutional routine and all planned operations may be subject to change without notice. These situations will be dealt with on a case-by-case basis and work will be rescheduled accordingly in consultation with the AWMS and the Project Authority

2.11.10 Electronics:

No electronics i.e. cell phones, cameras, laptops etc. are allowed inside the secure perimeter unless requested and approved by the Institutional Head.

2.11.11 Property of Her Majesty:

The contractor shall be liable to Her Majesty for any loss or damage to any property of Her Majesty arising out of the performance or non-performance of the work whether or not such loss arises from causes beyond the Contractor's control.

2.11.12 Rectification of Defects:

The Contractor shall, upon notice from the Project Authority, rectify at his own expense any defects which appear in the work within 12 months of the date of completion of the work.

2.11.13 Signs and Advertising:

The Contractor shall not erect or permit the erection of any sign or advertising at the site of work without the express written consent of the Institutional Head.

2.11.14 Interpretation:

Should any dispute arise concerning the meaning or intent of the contract, the decision of the Contract Authority shall be final.

2.11.15 Records To Be Kept:

The Contractor shall, during the term of the contract and for a period of two years from the date of completion of the contract, maintain and keep full records of his estimates of and actual cost to him of the work together with all proper quotations, contracts, correspondence, invoices, receipts and vouchers relating thereto, and shall make them available for copy, audit or inspection by any person acting on behalf of the Government of Canada.

2.11.16 Applicable Laws:

- (a) The Contractor shall comply with all legislative and regulatory provisions, whether federal, provincial or municipal, applicable to the performance of the work.
- (b) Unless otherwise provided in the contract, the Contractor shall obtain all permits and hold all certificates and licenses required for the performance of the work.
- (c) The Contractor shall also require compliance therewith by all of its subcontractors.
- (d) From time to time, the Project Authority may request that the contractor provide evidence that the Contractor complies with all applicable legislative and regulatory provisions and that the Contractor holds all required permits, certificates and licenses. Such evidence shall be provided within the time set out in the request or as otherwise stipulated in the contract.

2.11.17 Confidentiality Clause:

It is understood and agreed that all information obtained and all records, research, working papers, submissions and reports, final or otherwise prepared in connection with this contract shall be submitted to Canada and shall be the sole and exclusive property of Canada. Furthermore, this information shall be subject to the application of the Access to Information Act. The Contractor shall not use or release this information without the written consent of the Department.

2.11.18 Security:

The Contractor, its officers, servants, agents and sub-contractors are responsible to immediately report to CSC security personnel and any information about or observations of inmate conduct that could jeopardize anyone's safety or the security of the institution.

It is recommended that contractors have no additional dealings with inmate outside the scope of work, unless absolutely necessary, this is for the protections of both parties concerned. The only exception will be inmates who are lawfully employed by the contractor and this expectation only extends to work related matters.

2.11.19 Accident and Hazardous Occurrences:

All accidents and hazardous occurrences that occur on institutional property must be reported to the Project Authority and/or Institutional Head. If the accident has resulted in a loss-time injury, work will stop immediately in the areas the corrective actions have been taken when identified. You will receive a copy of the investigation report once it has been completed.

Grande Cache Institution reserves the right to conduct its own investigation into any accident or hazardous occurrence. This does not, and should not preclude you from following any procedures normally carried out by your organization, such as WCB reports.

2.11.20 Emergency Response:

There are several emergencies that may occur in an institution. An orientation cannot possibly cover all of them. We ask you to use common sense when required to deal with a situation that is covered below.

- Fire
- Large Chemical Spill
- Institutional Emergency

1.4 Location of work:

- a. The Contractor must perform the work at:

- Grande Cache Institution
 - 1 Mile South Hoppe Ave
 - Grande Cache AB
 - T0E 0Y0

- b. Travel

- No travel is anticipated for performance of the work under this contract.

1.5 Language of Work:

The contractor must perform all work in English.

ANNEX B – Proposed Basis of Payment

1.0 Contract Period

The Contractor will be paid in accordance with the following Basis of Payment for Work performed pursuant to this Contract.

For the provision of services as described in Annex A - Statement of Work, the Contractor shall be paid the all inclusive firm per diem rate(s) below in the performance of this Contract, HST or GST extra.

Resource Category	Contract Year 1 (Contract Award to 30 June 2014)
All-Inclusive Fixed Hourly Rate - Clinic	\$
All-Inclusive Fixed Rate - Meeting Fees (estimated at 10 meetings per year)	\$

** Please note, on call and call back rates will be paid as per Alberta Health Services Rates, and **only** when the Physician receives a call or attends the institution.

2.0 Options to Extend the Contract Period:

Subject to the exercise of the option to extend the Contract period in accordance with Article <To Be Inserted at Contract Award> of the original contract, Options to Extend Contract, the Contractor shall be paid the firm all inclusive Per Diem rate(s), in accordance with the following table, GST or HST extra, to complete all Work and services required to be performed in relation to the Contract extension.

The Contractor shall advise the Project Authority when 75% of the Contract's financial limitation is reached. This financial information can also be requested by the project Authority on an as-requested basis.

Resource Category	Option Year 1 (1 July 2014 to 30 June 2015)	Option Year 2 (1 July 2015 to 30 June 2016)
All-Inclusive Fixed Hourly Rate - Clinic	\$	\$
All-Inclusive Fixed Rate - Meeting Fees (estimated at 10 meetings per year)	\$	\$

** Please note, on call and call back rates will be paid as per Alberta Health Services Rates, and **only** when the Physician receives a call or attends the institution.

The bidder with the lowest average rate for all three years will be the successful bidder. The Average rate for all three years will be calculated as follows:

Year One Hourly Clinic Rate + Year One Meeting Fees = X

Option Year One Hourly Clinic Rate + Option Year One Meeting Fees = Y

Option Year Two Hourly Clinic Rate + Option Year Two Meeting Fees = Z

$X + Y + Z = A$

$A \div 3 =$ Average rate for the three years of the contract.

In the case of a tie, the bidder with the lowest average flat meeting fee for the three years of the contract will be the winning bidder. The all-inclusive meeting fee for all three years will be calculated as follows:

Year One Meeting Fees + Option Year One Meeting Fees + Option Year Two Meeting Fees = B

$B \div 3 =$ Lowest average flat meeting fee for the three years of the contract.

2.0 HST or GST

- (a) All prices and amounts of money in the contract are exclusive of Goods and Services Tax (GST) or Harmonized Sales Tax (HST), as applicable, unless otherwise indicated. The GST or HST, whichever is applicable, is extra to the price herein and will be paid by Canada.
- (b) The estimated HST or GST of \$<To Be Inserted at Contract Award> is included in the total estimated cost shown on page 1 of this Contract. The estimated GST or HST to the extent applicable will be incorporated into all invoices and progress claims and shown as a separate item on invoices and progress claims. All items that are zero-rated, exempt, or to which the GST or HST does not apply, are to be identified as such on all invoices. The Contractor agrees to remit to Canada Revenue Agency (CRA) any amounts of GST or HST paid or due.

Annex C – Security Requirement Check List



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat 53200-13-1877249
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 Correctional Services Canada	2. Branch or Directorate / Direction générale ou Direction Grande Cache Institution
--	---

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 General Practitioner Services

5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui
--	--	------------------------------------

5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui
--	--	------------------------------------

6. Indicate the type of access required / Indiquer le type d'accès requis

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)	<input type="checkbox"/> No / Non	<input checked="" type="checkbox"/> Yes / Oui
--	-----------------------------------	---

6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui
---	--	------------------------------------

6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui
---	--	------------------------------------

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès
Canada <input checked="" type="checkbox"/> NATO / OTAN <input type="checkbox"/> Foreign / Étranger <input type="checkbox"/>

7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:

7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	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 checked="" 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 EMBLEMES | | | |

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



Government of Canada

Gouvernement du Canada

Contract Number / Numéro du contrat

53200-13-1877249

Security Classification / Classification de sécurité

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

Summary chart table with columns for Category, PROTECTED, CLASSIFIED, NATO, and COMSEC, and rows for Information/Assets, Production, IT Media, and IT Link.

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?

Form with checkboxes for No/Non and Yes/Oui, with No checked.

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?

Form with checkboxes for No/Non and Yes/Oui, with No checked.

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).



Annex D “Evaluation Criteria”

1.0 Technical Evaluation:

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

Mandatory Technical Criteria
Rated Technical Criteria

2.0 Evaluation Criteria:

- 1 In addressing the mandatory and rated evaluation criteria, the Bidder should supplement the information supplied in response to the mandatory and rated evaluation criteria with details outlining the depth and extent of the relevant experience, qualifications and specialized expertise of the proposed resource(s). All claims with regard to resource experience, qualifications or expertise must be substantiated through the provision of detailed project descriptions of how, when and where the claimed experience, qualifications or expertise were gained. Unsubstantiated claims of experience, qualifications or expertise will not be considered by the evaluation team during evaluation.
- 2 Proposals should include a résumé for each of the proposed resources, which support the skills/expertise being offered. Names and telephone number of business references should be provided which can substantiate the work experience claimed. The Bidder should indicate the location in the proposed resource's résumé of supporting information to substantiate relevant experience for each mandatory and rated evaluation criteria.
- 3 Experience obtained after bid closing will not be considered.
- 4 For evaluation purposes,
 - (a) “where” means the name of the employer as well as the position/title held by the proposed resource;
 - (b) “when” means the start date and end date (e.g. from January, 2000 to March, 2002) of the period during which the proposed resource acquired the qualification/experience; and
 - (c) “how” means a clear description of the activities performed and the responsibilities assigned to the proposed resource under this position and during this period.
- 5 Furthermore, Bidders are also advised that the month(s) of experience listed for a project or experience whose timeframe overlaps that of another referenced project or experience will only be counted once. For example: Project 1 timeframe is July 2001 to December 2001; Project 2 timeframe is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.
- 6 In order to facilitate evaluation of proposals, it is recommended that bidders address, in their proposal, the mandatory and rated criteria in the order in which they appear below, using the numbering outlined below.
- 7 It is imperative that the proposal address each of these criteria to demonstrate that the requirements are met.



MANDATORY TECHNICAL CRITERIA – _____

#	Mandatory Technical Criteria	Bidder Response Description (include location in bid)	Met/Not Met
M1	Three (3) completed past performance questionnaire forms enclosed as Annex F from three different references, with their proposal. Include the names, addresses and telephone number of referees and a signed permission for CSC to contact them to verify their responses in the questionnaires.		
M2	Provide proof that each proposed physician is licensed as a Physician, in good standing with his/her perspective provincial College of Physicians and Surgeons. Bidders must provide a copy of the license(s).		
M3	Provide from each proposed physician, a assigned declaration (complete the form attached in Annex F)		
M4	Provide proof that all physicians included in the proposal have Medical Professional Insurance		
M5	Provide proof that all physician(s) who are proposed to work in CSC institutions through this contract have current training, or a valid licence when applicable, to prescribe treatment for opiate dependence and other addictions. The proposed physician(s) will be responsible to maintain such training/licensure in order to provide approved treatments and to acquire licensure/training if needed to provide treatments newly approved.		
M6	Provide a curriculum vitae (CV) for each proposed physician which will be evaluated against the rated requirements. The CV should include details of post-graduate educational courses completed or education-related conferences attended by the proposed physician in the past four years, teaching/public speaking done, and of current		



#	Mandatory Technical Criteria	Bidder Response Description (include location in bid)	Met/Not Met
	community services and activities as well as plans regarding which community involvements, will be continued if this submission is successful.		
M7	All proposed personnel must obtain CSC Security Clearance to the level of Reliability Status at the time of contract award.		

POINT RATED TECHNICAL CRITERIA

In addition to the above mandatory requirements, proposals will be evaluated and scored according to the following rated requirements. It is incumbent upon the bidder to provide sufficient detail to fully assess licensure, knowledge, and experience.

If more than one physician has been proposed, each physician will be rated individually using the following criteria. An average score per proposal will be calculated by adding each physician's score and dividing the total obtained by the number of physicians proposed.

1. CSC will evaluate the completed declaration forms (Appendix F) provided with the bid.
2. CSC reserves the right to reject any of the proposed physicians based on the nature of any loss, surrender, suspension or restriction of medical license, or judgement or investigation outlined in the declaration.
3. Any proposed physician who is rejected as a result of the evaluation of the declaration of professional status will not be evaluated further. For bids of more than one proposed physician: where one or more of the proposed physician(s) is rejected as a result of the evaluation of the declaration of professional status, the further evaluation of the bid will exclude the rejected physician(s).

#	Point Rated Technical Criteria	Max Score	Bidder Response (Bidder to explain how points are obtained and reference location in bid)
Professional Rated Criteria: (20 points)			
R1	In addition to the degree in medicine (MD) from a recognized university, specialization / certificate / courses completed in an area related to addiction, internal medicine, infectious diseases, or public health.	(2 points for each completed area to a maximum of 8 points)	



R2	Additional courses related to issues relevant to correctional health that were completed in the last 4 years.	(1 point for each to a maximum of 5 points)	
R3	Teaching / public speaking (workshops, conferences, etc.) in areas of medicine that are relevant to correctional health.	(1 point for conference addresses; 2 points for teaching a full-semester course to a maximum of 7 points)	
Experience Rated Criteria: (25 points)			
R4	Years of general practitioner experience in a clinical setting such as Emergency, a Community Clinic, or a Rural Hospital.	(2 points per year to a maximum of 10 points.)	
R5	Years of experience in the provision of physician services to marginalized populations.	(1.5 points per year to a maximum of 7.5 points)	
R6	Experience providing health care to individuals with addictions.	(1.5 point per year to a maximum of 7.5 points)	
Skills/Knowledge Rated Criteria (30 points)			
Each of the proposed physicians must provide a short statement that demonstrates his/her knowledge and skill in the areas required in the Statement of Work. Include examples gained from education, work experience, or community work in the areas given below:			
R7	Infectious diseases control and management.	(7.5 points)	
R8	Clinical assessment, diagnosis and management of individuals with co-morbidities.	(7.5 points)	
R9	Medical assessment and management of pain as well as patient safety issues such as drug interactions. (7.5 points)	(7.5 points)	
R10	Knowledge of your professional body's Professional Standards and Code of Ethics.	(7.5 points)	



Past Performance Evaluation (30 points)

**The Past Performance Questionnaire will be used to assess the following personal qualities:
Integrity (Ethics & Values); Flexibility; Judgement; Effective Interpersonal Skills & Communications;
Respectful of Diversity**

The Crown reserves the right to contact the references that have completed the past performance questionnaire forms to verify and validate any information submitted by the bidder.

R11	Past Performance Questionnaire Form – Proposed Individual Annex F	The ratings provided on each of the three (3) completed past performance questionnaire forms included in the bids will be added together (maximum of 180 points) and divided by 6 in order to obtain the total score for the past performance evaluation.	
	Bidders Total Points		
	Total # of points	105	



**Annex E:
PAST PERFORMANCE QUESTIONNAIRE FORM –
PROPOSED INDIVIDUAL**

The questions contained in this *Past Performance Questionnaire Form* are to be completed by the Proposed Individual's present or previous employer or by an individual Reference, which may not be a family member of the proposed individual. On each *Past Performance Questionnaire Form*, the Proposed Individual must indicate the Reference's name, current contact number, company or organization and dates of employment for the proposed individual. In the case of a personal reference, the Reference's name and contact number and the length of time the Reference has known the proposed individual must be clearly indicated. Failure to comply with the above instructions will result in the *Past Performance Questionnaire Form* being disqualified from consideration by the Evaluation Committee.

Name of proposed individual: _____

Project or position title and brief description: _____

Start and end dates of project or position: _____

Employer's title (if different from Reference): _____

Reference's name and current phone number: _____

1. Preparedness:

(i) How motivated did the proposed individual appear to be upon commencing the project/position?
Please check only one of the following spaces:

- | | | |
|----------------|-------|-----------|
| Unacceptable: | _____ | 0 points |
| Below Average: | _____ | 4 points |
| Average: | _____ | 6 points |
| Good: | _____ | 8 points |
| Excellent: | _____ | 10 points |



2. Rapport with Co-workers:

(i) Did the proposed individual work and interact well with his/her peers and co-workers? That is, was the proposed individual viewed positively by other physicians and health professionals with whom she/he worked, especially in clinical settings? Was she/he considered a team player? Was the proposed individual courteous to, and respectful of, his/her co-workers? Please check only one of the following spaces:

- Unacceptable: _____ 0 points
Below Average: _____ 4 points
Average: _____ 6 points
Good: _____ 8 points
Excellent: _____ 10 points

3. Rapport with Clients:

(i) Did the proposed individual contribute to a positive, mutually respectful and productive physician-patient/client relationship? That is, did patients/clients tend to return/appear to want to return to the proposed individual for further advice and/or guidance? Did patients/clients voice approval of health care provided by the proposed individual? Please check only one of the following spaces:

- Unacceptable: _____ 0 points
Below Average: _____ 4 points
Average: _____ 6 points
Good: _____ 8 points
Excellent: _____ 10 points

4. Rapport with project or position Supervisor(s).

(i) Did the proposed individual readily accept and act upon direction given by the supervisor? Was she/he prompt in acting upon direction? Thorough? Did she/he complete work punctually? Please check only one of the following spaces:

- Unacceptable: _____ 0 points
Below Average: _____ 4 points
Average: _____ 6 points
Good: _____ 8 points
Excellent: _____ 10 points

5. Work Habits and Work Ethics:

(i) Did the proposed individual display good work habits? That is, was the proposed individual routinely punctual, and did she/he habitually put in the full amount of assigned time on work? Was the proposed individual conscientious in the performance of his/her assigned tasks? Was the proposed individual



thorough in completing his/her assigned tasks? Were those tasks completed punctually? Please check only one of the following spaces:

- Unacceptable: _____ 0 points
- Below Average: _____ 4 points
- Average: _____ 6 points
- Good: _____ 8 points
- Excellent: _____ 10 points

(ii) Was the proposed individual ethical in the performance of his/her job? That is, was the proposed individual ever reprimanded and/or dismissed for theft, inappropriate Internet usage, dishonesty, negligence, discrimination, harassment or other unethical behaviour in the workplace? Please check only one of the following spaces:

- Unacceptable: _____ 0 points
- Below Average: _____ 4 points
- Average: _____ 6 points
- Good: _____ 8 points
- Excellent: _____ 10 points

6. NARRATIVE SUMMARY:

No points are allocated to this section. Use this section to concisely describe the work performed by the proposed individual and explain additional information not included in above, which you feel might be important in assessing the proposed individual:

I (the undersigned) hereby certify the information above to be true and accurate:

Name: _____

Position: _____

Address: _____

Telephone: _____

Signature: _____

Date: _____



Annex "F"
Security Guide
Consulting and Professional Services

DOCUMENT HANDLING AND SAFEGUARDING OF PROTECTED INFORMATION

In accordance with Contract Section 1.0 **Security Requirements**, the Contractor may be permitted to remove PROTECTED information on a TEMPORARY basis during the performance of the contract and to store or to create PROTECTED documents at their facility subject to the following storage and safeguarding requirements:

- All documents or computer media (e.g. CD's, USB Flash Drives etc...) containing PROTECTED information MUST be stored in a locked filing cabinet at the Contractor's facility within an OPERATIONS ZONE and accessible only by authorized, appropriately security screened personnel with a need to know. An OPERATIONS ZONE is defined by the Operational Security Standard on Physical Security, as an area where access is limited to personnel who work there, appropriately screened and to properly-escorted visitors; it must be indicated by a recognizable perimeter and monitored periodically;
- Contractor IT computer equipment used in the performance of the contract to create, produce or modify PROTECTED electronic information or data must be located within an OPERATIONS ZONE (as described above) and accessed only by authorized, appropriately security screened personnel with a need to know;
- No PROTECTED information may be stored on the computer hard drive or be processed on a computer belonging to the Contractor, unless the Contractors' IT computer equipment and systems, has been accredited by Correctional Service Canada IT Security personnel.
- The Contractor must remove any and all sensitive Correctional Service of Canada (CSC) electronic information that belongs to the Department or was processed in the completion of the contract, from any storage medium belonging to the Contractor or any of its agents. The sensitive CSC electronic information must be removed in a manner that complies with requirements of the Policy on Government Security and associated Standards documents, for the removal of information of the sensitivity involved.
- No information provided by the Department is to be copied or retained by the Contractor, following the conclusion of this contract;
- The Contractor will personally pick up and deliver all PROTECTED information from and to the Departmental Representative;
- All notes, working papers, electronic media storage devices etc..., that are or have been used in the completion of the contract requirement and contain PROTECTED information shall be returned to the Departmental Representative for proper disposal and destruction;
- The Contractor shall not share or release any PROTECTED information related to the completion of this contract with anyone, without the prior consultation and written authorization of the Departmental Representative;
- The Contractor shall ensure that all of its employees, that are involved in this contract, requiring access to any PROTECTED information or assets, are appropriately screened to RELIABILITY STATUS and are briefed on their security obligations related to the handling, storage,



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Service correctionnel
Canada

safeguarding, transmittal and disposal of CSC's PROTECTED information and assets, as outlined in this Appendix.