



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

Ontario Region
Contracting & Materiel Services
443 Union Street
Kingston, ON
K7L 2R8

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 therefore.

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 :

Title — Sujet: Urinalysis Sample Collection Services (Male Offenders) Three Separate Contracts	
Solicitation No. — N° de l'invitation 21470-14-19-1962460 (A)Guelph 21470-14-19-1962469 (B)London 21470-14-19-1993907(C)Barrie Area	Date: 01-April-2014
Client Reference No. — N° de Référence du Client	
GETS Reference No. — N° de Référence de SEAG	
Solicitation Closes — L'invitation prend fin at /à : 14 :00 hrs EST on / le 06-May-2014	
Address Enquiries to — Soumettre toutes questions à: Geoff Hinch , Regional Procurement & Contracting Officer Correctional Service Canada, Ontario Region P.O. Box 1174, 443 Union Street, Kingston ON K7L 2R8 Email: hinchga2@csc-scc.gc.ca	
Telephone No. – N° de téléphone: 613-530-3167	Fax No. – N° de télécopieur: 613-536-4571
Destination of Goods, Services and Construction: Destination des biens, services et construction: Guelph Area (contract A)includes Bruce, Grey, Dufferin, Wellington and previous Waterloo county now Regional Municipality of Waterloo. London Area (contract B)includes Elgin, Middlesex, Lambton,Perth and Huron. Barrie Area(Contract C)includes Muskoka, Parry Sound, Gravenhurst, Bracebridge and Huntsville.	
Instructions: See Herein Instructions : Voir aux présentes	
Delivery Required — Livraison exigée : See herein	Delivery Offered – Livraison proposée : Voir aux présentes



Fax # — No de télécopieur : _____

Email / Courriel : _____

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

**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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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

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

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>

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 (2013-06-01) 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.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days
Insert: ninety (90) days

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 seven (7) 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 the Province of 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.

5. Information Reporting by Contractor

SACC Manual Clause – A9116C (2007-11-30) T1204 – Information Reporting by Contractor

Also see Clause 6.3 of Part 6 – Resulting Contract Clauses



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.

2. 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.



3. 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 Harmonized Sales Tax (HST) must be shown separately, if applicable.

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

3.1 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.

4. 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.

1.2 Financial Evaluation

SACC Manual Clause A0220T (2013-04-25), Evaluation of Price

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

- 2.1 To be declared responsive, a bid must:
 - (a) comply with all the requirements of the bid solicitation; and
 - (b) meet all mandatory criteria; and
 - (c) obtain the required minimum of 70 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 100 points

Bids not meeting (a) or (b) or (c) above will be declared non-responsive.

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.



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 Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, 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.

1.1 Federal Contractors Program – Certification

Suppliers who are subject to the Federal Contractors Program (FCP) and have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive federal 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.

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;
- d) () has not been declared an ineligible contractor by HRSDC, and has a valid certificate number as follows: _____.

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, 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 FPS 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: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

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

1.4 Education and Experience

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

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

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).

Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of CSC.

The Contractor must comply with the provisions of the:

- a) Security Requirements Check List, described in Annex "C";
- b) Processing of Sensitive Information – IT Security Requirements, described in Annex "E" and familiar with the following documentation: [Treasury Board of Canada Secretariat – Operational Security Standard: Management of Information Technology \(MITS\)](#)
- c) Industrial Security Manual (Latest Edition).

2. 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>

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 Clauses General Conditions 2010B (2013-06-27) 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 Condition

SACC Manual Clauses – Supplemental General Conditions 4007 (2010-08-16) Canada to own Intellectual Property rights in foreground Information, apply to and form part of the contract.

3.2.1 The contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening(DOS), issued by the Canadian Industrial Security Directorate(CISD), Public Works and Government Services Canada(PWGSC).

3.2.2 The Contractor personnel requiring access to Protected information, assets or sensitive work site(s) must Each hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.

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

3.2.4 Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.

3.2.5 The Contractor must comply with the provisions of the:

- (a) Security Requirements Check List and security guide(if applicable), attached at Annex
- (b) Industrial Security Manual(Latest Edition).

4. Term of Contract

4.1 Period of Contract (Contract “A”) Guelph Area

The period of the Contract is from July 1, 2014 to June 30, 2017 inclusive.

4.2 Period of Contract (Contract “B”) London Area

The period of the Contract is from July 1, 2014 to June 30, 2017 inclusive.

4.3 Period of Contract(Contract “C”) Barrie Area including Muskoka, Parry Sound, Gravenhurst, Bracebridge, Huntsville and all points in between of geographical boundaries covered by Barrie Parole.

The period of the Contract is from July 1, 2014 to June 30, 2017 plus two(2) one year option pickups.

4.5 Option to Extend the Contract(for Contract “C” only)

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two(2) 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.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:



Name: Geoff Hinch
 Title: Regional Contracting and Procurement Officer
 Correctional Service Canada
 Branch/Directorate: Ontario Regional Contracting & Materiel Management Services
 Telephone: (613) 530-3167
 Facsimile: (613) 536-4571
 E-mail address: hinchga2@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: (fill in at contract award)

Name:
 Title:
 Correctional Service Canada
 Branch/Directorate:
 Telephone:
 Facsimile:
 E-mail address:

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

5.3 Contractor's Representative

The Authorized Contractor's Representative is:
 [Fill in at contract award only.]

Name: _____
 Title: _____
 Company: _____
 Address: _____

 Telephone: _____
 Facsimile: _____
 E-mail address: _____

6. Payment

6.1 Basis of Payment

SACC Manual clause C0214C (2013-04-25) Basis of Payment - Firm Hourly Rates

The Contractor will be paid firm rates as follows, for work performed in accordance with the Contract. Customs duties are excluded and applicable taxes are extra.



Category	Fee
Per sample collected (individual)	
Group rate of per sample collected or per hour, whichever is lower	
Payment for "no show" of scheduled collections	
Payment of court costs: per hour for actual court time	/hour

Travel and Living Expenses

A fee for travel must be pre-authorized and reimbursed in the amount of \$ _____ per kilometer for actual travel. Travel expenses shall not exceed the Treasury Board travel rates.

Administrative costs:

Reimbursement for actual administrative costs will be paid upon receipt of invoices as part of the monthly invoice. Items to be covered include cellular phone invoices, paper supplies, etc.

Total Estimated Cost: _____, Applicable Taxes extra.

6.2 Limitation of Expenditure

Canada's total liability to the Contractor under the Contract must not exceed \$ _____. Customs duties are excluded and Applicable Taxes are extra.

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.

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 SACC Manual Clauses are applicable and form part of the contract.

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**

6.4 Method of Payment

SACC Manual clause H1008C (2008-05-12) - **Monthly Payments**

7. Invoicing Instructions

7.1 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.

7.2 Invoices must be distributed as follows:

The original invoice must be forwarded to the Project Authority as identified within the Contract.

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 Replacement of Specific Individuals

SACC Manual Clauses A7017C (2008-05-12) - Replacement of Specific Individuals

9. Applicable Laws

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

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) Articles of Agreement;
- b) General Conditions 2010B (2013-06-27) Professional Services (Medium Complexity)
- c) Supplemental General Conditions 4007 (2010-08-16) Canada to own Intellectual Property rights in foreground Information.
- d) Annex A, Statement of Work
- e) Annex B, Basis of Payment
- f) Annex C, Security Requirements Check List
- g) Annex E, Sensitive Data Access & Processing Standards



h) Contractor's bid dated _____ (to be inserted at contract award)

11. Insurance

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

12 Ownership Control

12.1 Where the Contractor will have access to any and all personal and confidential information belonging to Canada, Correctional Service Canada staff or offenders 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 (i.e. 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 Applicable Laws

- 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. Privacy

- 17.1 The Contractor acknowledges that Canada is bound by the Privacy Act, R.S.C. 1985, c. P-21, with respect to the protection of personal information as defined in that Act. The Contractor shall keep private and confidential any such personal information collected, created or handled by the Contractor under the Contract, and shall not use, copy, disclose, dispose of or destroy such personal information except in accordance with this clause and the delivery provisions of the Contract.
- 17.2 All such personal information is the property of Canada, and the Contractor shall have no right in or to that information. The Contractor shall deliver to Canada all such personal information in whatever form, including all copies, drafts, working papers, notes, memoranda, reports, data in machine-readable format or otherwise, and documentation which have been made or obtained in relation to this Contract, upon the completion or termination of the Contract, or at such earlier time as the Minister may request. Upon delivery of the personal information to Canada, the Contractor shall have no right to retain that information in any form and shall ensure that no record of the personal information remains in the Contractor's possession.



Correctional Service
Canada

Service correctionnel
Canada



ANNEX A – STATEMENT OF WORK

Urinalysis Collection Program

Consistent with the Mission Statement and Strategic Objectives of the Correctional Service of Canada (CSC), a Urinalysis Collection Program is required for the area. The program must be in compliance with the Corrections and Conditional Release Act, Corrections and Conditional Release Regulations, and Guidelines and Policy under the Act.

The Department shall:

1. Ensure that the contractor is provided with all necessary documentation including Regulations, Directives, and Guidelines for compliance to be maintained.
2. Provide procedural instruction in the surveillance, procurement and shipment of samples.
3. Refer offenders for urinalysis testing.
4. Establish procedures for shipment of samples to the CSC specified laboratory for testing.
5. Facilitate the process of securing Reliability Status security clearance for persons providing the services.
6. Provide the required paperwork, sample containers, courier bags, courier bills of lading, cooler to store the collections and appropriate security storage container for paperwork/referrals.
7. The Departmental Representative/Project Authority, acting on behalf of the Minister, shall complete a Standard Evaluation form during the contract period. A copy will be sent to the Contracting Authority.
8. Provide a complete CSC Urinalysis Collectors Training Program (at the contractors expense) prior to the collector commencing any urine collection services. The training will include safety procedures about reporting to the CSC supervising parole office regarding negative offender behaviour, and the National Monitoring Centre protocol.
9. The Correctional Service of Canada will provide 24 hours notice for cancellation of collections with no charge. Any cancellations received within the 24 hour timeframe are subject to a minimum charge of \$____. Telephone notification or telephone message to the receiving unit of notification of cancellation will constitute compliance with this requirement.

The Contractor shall:

1. Upon referral, collect urine samples from federally released offenders. These collections may occur in the Parole Office, Reporting Centre, Community Based Residential Facility (CBRF), the offender's private residence, or in an area designated by CSC.
2. The collector must be of the same gender as the offender providing the sample.
3. Ensure the integrity of the sample by confirming required security seals are in place on the container, signatures have been obtained on the container, and prepare the container for shipment to the specified laboratory for testing.
4. Ship the samples with a bill of lading to the approved laboratory for testing.



5. Samples will be collected in compliance with Section 66(1) of the CCRA regulations, and CD 566/566-11; or updated policy with the maintenance of privacy, confidentiality and non-disclosure as to the identity of the donor. Cost of the protective gloves is the responsibility of the contractor (collector).
6. Present the offender with form 1064-1 (Community Notification to Provide a Urine Sample) prior to each test, and obtain a signature, complete the Chain of Custody Form and distribute copies of the form as indicated.
7. Complete the urinalysis log sheets monthly and/or a detailed invoice and forward to the respective office responsible for the supervision of the offender.
8. Attend court hearings, meetings with auditors, or meet with CSC managers as required.
9. The collector must complete the CSC Urinalysis Collectors Training Program (at the contractor's expense) prior to commencing services.
10. All cases assessed by CSC to meet the tandem supervision policy will require tandem partner accompaniment whenever a urine sample is collected in the offender's private residence or isolated community location (CD 715).
11. In the event of a planned absence of the Contractor, it is the Contractor's responsibility to arrange for a qualified substitute collector.
12. The CSC supervising parole office must be immediately notified in the event of an offender's refusal or inability to provide a sample, and or any suspicious behaviour is noted. If this occurs outside the established working schedule, the National Monitoring Centre protocol will be followed.
13. The contractor will be responsible for personal liability coverage at their discretion.
14. Normally, collections will occur during regular working hours, Monday to Friday, between 0700 hours and 1800 hours.
15. There may be a requirement to collect, from time to time, on weekends and after normal working hours. There may be a requirement to collect on an emergency basis, in which a 3 to 4 hour response time will be required.
16. The contractor will normally provide non-scheduled collection upon 24 hours notice.
17. Payment for a sum not to exceed \$___ for fees and travel will be made payable upon successful completion of the deliverables outlined in the statement of work; subject to receipt of monthly invoices, certified by the Departmental Representative/Project Authority or designated officer with the appropriate delegated signing authority.
18. Payment of fees of \$___ per individual collection at a parole office, CBRF, reporting centre, or police station, and a rate of \$___ for collection in a private home.
19. A group of scheduled collections at a CBRF will induce a payment of fees of \$___ per hour up to a minimum of two collections during that hour timeframe.
20. Payment of fees of \$___ for each no-show, for private residential collection and for any requested individual collections at a parole office, CBRF, reporting centre, police station or agencies.
21. The collector must provide details of all expenditures with supporting documents with each invoice.



22. Court costs will be reimbursed at \$_____ per hour for actual court time, attending required audits or meetings with a CSC manager, plus mileage in accordance with article 25.
23. The collector will provide 24 hours notice for cancellation of collections. This notice will be provided to the Area Director or Office Urinalysis Coordinator.
24. Travel will be paid for actual travel and accommodation costs based on the most economical rate negotiated and cannot exceed the current Treasury Board assigned rates.
25. The contractor will provide a back-up for urinalysis collection, in case of illness, vacation, leave, or the inability to provide urinalysis collection services for a given period. The subcontractor will have to be approved by the Departmental Representative/Project Authority and have completed the CSC Urinalysis Collectors Training Program (at the subcontractor's expense) prior to the collector commencing any urine collection services.



ANNEX B – Proposed Basis of Payment

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 hourly rate(s) below in the performance of this Contract, HST extra.

Contract "A" Guelph Area

Resource Category	Firm Price (CAD)
Per individual collection at a parole office, CBRF, reporting centre or police station	\$
Per individual collection at a private home	\$
Group of scheduled collections at a CBRF, fee per hour	\$
Per no-show	\$
Court costs (per hour, for actual court time, attending required audits or meetings with a CSC manager plus mileage)	\$

Contract "B" London Area

Resource Category	Firm Price (CAD)
Per individual collection at a parole office, CBRF, reporting centre or police station	\$
Per individual collection at a private home	\$
Group of scheduled collections at a CBRF, fee per hour	\$
Per no-show	\$
Court costs (per hour, for actual court time, attending required audits or meetings with a CSC manager plus mileage)	\$



Contract "C" Barrie Area including Muskoka, Parry Sound, Gravenhurst, Bracebridge and Huntsville Areas.

Resource Category	Firm Price (CAD)
Per individual collection at a parole office, CBRF, reporting centre or police station	\$
Per individual collection at a private home	\$
Group of scheduled collections at a CBRF, fee per hour	\$
Per no-show	\$
Court costs (per hour, for actual court time, attending required audits or meetings with a CSC manager plus mileage)	\$

Basis of Payment

1.1 Urinalysis Collection Services

1.1.1 Payment of a collection fee per sample collected, payable on receipt of invoice(s) upon completion and acceptance of each deliverable. Each invoice must indicate for each sample taken, the offender name, FPS number, sample number, and date the sample was taken.

1.1.2 Payment of a group collection fee per collection or per hour, whichever is the lesser amount. The hourly rate invoiced shall be pro-rated for the actual time spent collecting samples.

1.1.3 Payment of \$10 for each no-show of offender scheduled collections.

1.1.4 Payment of court costs will be reimbursed at \$25.00 per hour for actual court time, plus mileage in accordance with article 2.2

1.1.5 There shall be no charges when CSC provides at least 24 hours notice of cancellation of collections. This notice will normally be provided by the Area Director or Office Urinalysis Coordinator.

1.1.6 When CSC provides less than 24 hours notice of cancellation of collection, this shall be subject to a minimum charge of one-half the collection rate. Telephone notification or telephone message to the receiving unit, of notification of cancellation will constitute compliance with this requirement.

1.2 Travel

1.2.1 A fee for travel must be pre-authorized and reimbursed in the amount of \$_____ per kilometer for actual travel

1.2.2 Travel expenses shall not exceed the Treasury Board travel rates.



1.3 Administrative Costs

1.3.1 Reimbursement for actual administrative costs will be paid upon receipt of invoices as part of the monthly invoice.

1.3.2 Items to be covered include cellular phone invoices, paper supplies, latex gloves etc.

1.4 All payments are subject to receipt of invoices certified by a CSC Manager or designated officer, with appropriate delegated signing authority.



Annex C – Security Requirements Check List

	Contract Number / Numéro du contrat 1493907	
		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		2. Branch or Directorate / Direction générale ou Direction Branche / Direction
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 Unités à collecter des services pour les locaux et zones environnantes Contract A 2470-13-19-1962460 Guelph Contract B 2470-13-19-1962460 London Contract C 2470-13-19-1962460 Barrie		
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 (e.g. 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 :
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"/>
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?
If Yes, indicate the level of sensitivity.
Dans l'affirmative, indiquer le niveau de sensibilité: No / Non Yes / Oui

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement sensible?
Short Title(s) of material / Titre(s) abrégé(s) du matériel:
Document Number / Numéro du document: No / Non Yes / Oui

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 FIABILITE	<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: Unanalysis collection services

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?
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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Security Classification / Classification de sécurité
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Contract Number / Numéro du contrat 1993907
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

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ		NATO					COMSEC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO INFORMATION RESTRICTED	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COMSEC TOP SECRET / COMSEC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assure / Informations / Bases / Données			✓													
IT Words / Support / IT / Logiciels																
IT Hardware / Matériel informatique																

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 indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat: 1993907
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PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Chantal Guillemette		Title - Titre Area Director	Signature <i>Chantal Guillemette</i>
Telephone No. - N° de téléphone 705-671-4124	Facsimile No. - N° de télécopieur 705-671-4125	E-mail address - Adresse courriel chantal.guillemette@cs-soc.gc.ca	Date 2013-11-07
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées) SHANE COLLINS		Title - Titre PCA - CSC RHO OUI	Signature <i>Shane Collins</i>
Telephone No. - N° de téléphone 613-536-6127	Facsimile No. - N° de télécopieur 613-536-4571	E-mail address - Adresse courriel collins@cs-soc.gc.ca	Date 15-11-20
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

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Security Classification / Classification de sécurité
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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.

1.1 Mandatory Technical Criteria

2.0 Evaluation Criteria:



- 2.1 In addressing the mandatory 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.
- 2.2 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.
- 2.3 Experience obtained after bid closing will not be considered.
- 2.4 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.
- 2.5 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.
- 2.6 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.
- 2.7 It is imperative that the proposal address each of these criteria to demonstrate that the requirements are met.



1.1 MANDATORY TECHNICAL CRITERIA

The proposal must comply with the following mandatory criteria:

1.1.1 The bidder must include the completed and signed cover page of the RFP with their proposal.

1.1.2 The Firm

No.	Mandatory Technical Criteria	DEMONSTRATED COMPLIANCE: Bidders should include, as a minimum, for each project submitted:	Met/Not Met
M1	1.1.2.1 Proposals must clearly demonstrate that the collector has the capability to travel throughout the designated area.		
M2	1.1.2.2 Proposals must clearly demonstrate how the bidder has performed sample collection or related services for a minimum of two(2) years.		
M3	1.1.2.3 Proposals must include a Curriculum Vitae for all personnel performing Urinalysis Collections, demonstrating a minimum of one year previous or related experience working with clients one on one.		

PROPOSALS NOT SATISFYING THE MANDATORY REQUIREMENT NOTED ABOVE WILL BE GIVEN NO FURTHER CONSIDERATION.

The evaluation team reserves the right but is not obliged to perform any of the following:

- a) Seek clarification or verify any or all information provided by the Bidder with respect to this RFP; and
- b) Contact any or all of the references supplied and to interview, at the sole costs of the Bidder, the Bidder and/or any or all of the resources proposed by the Bidder to fulfill the requirement, on 48 hours notice, to verify and validate any information or data submitted by the Bidder.

It is understood by the parties submitting proposals that, to qualify:

Bidders must:

- (a) Meet all the mandatory requirements of the RFP and

Proposal not meeting (a) above will be deemed non-compliant and given no further consideration.

Please note that, for evaluation purposes, the total bid price will be the total fixed price for fees only as per the Part 3 Bid Preparation Instructions.



Correctional Service
Canada

Service correctionnel
Canada



APPENDIX E – Sensitive Data Access & Processing Standards

In accordance with Contract Appendix “B” Supplementary Conditions B3, the Contractor may be permitted to remove PROTECTED information from Correctional Service of Canada (CSC) property on a TEMPORARY basis and to store, process or to create PROTECTED documents at a designated location subject to the following terms:

1. Each Contractor requiring access to CSC’s PROTECTED information must hold a valid RELIABILITY STATUS security clearance, granted or approved by either the Departmental Security Division (DSD) of CSC or the Canadian Industrial Security Directorate (CISD) of Public Works and Government Services Canada (PWGSC).
2. The Contractor shall not provide access to CSC’s information to subcontractors, volunteers, offenders or other parties, unless individuals have been authorized by CSC, hold a valid RELIABILITY STATUS clearance and have a legitimate need-to-know for the information provided.
3. The Contractor must, at all times during the life time of the Contract, hold a valid, CISD-issued Designated Organization Screening (DOS), with approved Document Safeguarding at the level of PROTECTED B.
4. The Contractor shall ensure that all of its employees who are involved in this contract understand their security obligations related to the handling of CSC’s PROTECTED information.
5. The Contractor shall not grant offenders access to computers that are or were previously used to process CSC information or permit offenders to assist with the care or operation of the computer systems used to access CSC information.
6. If PROTECTED information is stored or processed on a computer belonging to the Contractor, that computer must be configured according to CSC approved standards.
7. The Contractor shall operate computers used to complete CSC’s contract only in an area approved for the open storage of Protected-B information as documented in the facility TRA.
8. Electronic and physical transfer of documents must be done in accordance with CSC’s standard on sensitive information handling.
9. When not in use, the Contractor must secure all removable computer media (i.e. USB flash drives, removable hard disks, CD/DVD discs) containing PROTECTED information in an approved security container.
10. The Contractor shall ensure the computer used to store and process CSC’s information is equipped with a removable hard disk if the computer is not located in an 24/7/365 monitored area suitable for open storage of PROTECTED information. In this case, the Contractor can store information on a encrypted removable media in an approved container for the purpose of safeguarding PROTECTED information.
11. The Contractor shall ensure that the screen and printed output is not viewable by unauthorized people.
12. The Contractor transporting any PROTECTED information must use an RCMP approved locking brief and follow CSC standards while handling it.
13. In personal residences, the Contractor shall ensure that sensitive information and attractive assets are not visible from the outside through ground-level or basement windows.
14. All electronic documentation processed by the Contractor, which contains PROTECTED information shall be labelled according to CSC’s Guide to Information Security, as appropriate in the upper right hand corner on the face of each page of the document.
15. All hard disks, diskettes, backup media, etc completed or obtained while carrying out services as part of this contract and that contain PROTECTED information shall be returned to the CSC Project Authority for disposition or archiving, once this contract is complete or terminated.
16. The Contractor must remove all CSC information from any storage medium belonging to the Contractor or any of its agents in accordance to CSC standards, once this contract is complete or terminated.
17. The Contractor shall ensure adequate supervision when the computer used to process CSC’s information is being serviced or maintained by unauthorized individuals on the contractor’s premises.



18. If a computer used to store CSC's information is to be serviced off the contractor's premises, the hard disk must be removed or securely erased prior to the computer being serviced. CSC's IT Security unit should be called for guidance on media sanitization.
19. If it has been determined that a computer's hard disk used to process or store CSC's information is no longer serviceable, the Contractor shall ensure the hard disk is sanitized or destroyed according to CSC's standards. CSC's IT Security unit should be called for guidance on media sanitization and destruction.
20. If a computer used to store CSC information is to be recycled and reused, the hard disk must be securely erased prior to the computer being recycled and reused. CSC's IT Security unit should be called for guidance on media sanitization.
21. The Contractor shall not share or release any PROTECTED information related to the completion of this contract with anyone without written authorization of CSC.
22. Connecting the computer used to process CSC's information using wireless networks or wireless broadband Internet technologies is prohibited.
23. The Contractor is liable for any damages incurred as a result of the compromise of entrusted CSC information.
24. The Contractor must report any, actual or potential, loss, theft, compromise or unauthorized disclosure of CSC's information to the project authority within *two hours* of detection.
25. The contractor may request a copy of all applicable CSC policies and standards from the project authority.