



National Defence

National Defence Headquarters
Ottawa, Ontario
K1A 0K2

Défense nationale

Quartier général de la Défense nationale
Ottawa (Ontario)
K1A 0K2

REQUEST FOR PROPOSAL / DEMANDE DE PROPOSITION

RETURN BIDS TO / RETOURNER LES SOUMISSIONS À:

Director Services Contracting 3 (D Svcs C 3) /
Direction des contrats de service 3 (DC Svc 3)
Attention: Natalie Provost, D Svcs C 3-4-3
By e-mail to / Par courriel :
Natalie.Provost@forces.gc.ca

Proposal To: National Defence Canada

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

Proposition à: Défense nationale Canada

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

Comments – Commentaires

THIS DOCUMENT CONTAINS A SECURITY
REQUIREMENT/
CE DOCUMENT CONTIENT UNE EXIGENCE
DE SÉCURITÉ.

<p>Solicitation Closes / L'invitation prend fin:</p> <p>At / à:</p> <p>02:00 PM Eastern Daylight Time (EDT)</p> <p>On / le:</p> <p>18 July 2023</p>
--

Title / Titre	Solicitation No. / N° de l'invitation
Maintenance, Service and Repair of Radiographic Systems	W6369-23-A072
Date of Solicitation / Date de l'invitation	
07 June 2023	
Address Enquiries to / Adresser toutes questions à:	
Natalie Provost, D Svcs C 3-4-3 Natalie.Provost@forces.gc.ca	
Telephone No. / N° de téléphone	FAX No. / N° de fax
Destination	
National Defence Headquarters 101 Colonel By Drive Ottawa, Ontario K1A 0K2	

Instructions: Municipal taxes are not applicable. Unless otherwise specified herein all prices quoted must include all applicable Canadian customs duties, GST/HST, excise taxes and are to be delivered Delivery Duty Paid including all delivery charges to destination(s) as indicated. The amount of the Goods and Services Tax/Harmonized Sales Tax is to be shown as a separate item.

Instructions : Les taxes municipales ne s'appliquent pas. Sauf indication contraire, les prix indiqués doivent comprendre les droits de douane canadiens, la TPS/TVH et la taxe d'accise. Les biens doivent être livrés « rendu droits acquittés », tous frais de livraison compris, à la ou aux destinations indiquées. Le montant de la taxe sur les produits et services/taxe de vente harmonisée doit être indiqué séparément.

Delivery Required / Livraison exigée	Delivery Offered / Livraison proposée
Vendor Name and Address / Raison sociale et adresse du fournisseur	
Name and title of person authorized to sign on behalf of vendor (type or print) / Nom et titre de la personne autorisée à signer au nom du fournisseur (caractère d'imprimerie)	
Name – Nom _____ Title – Titre _____	
Signature _____ Date _____	



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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

Part 1 General Information: provides a general description of the requirement;

Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;

Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;

Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;

Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;

Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and

Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

B. The Attachments include the Pricing Schedule, the Technical Evaluation, and any other attachments.

C. The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, the Insurance Requirements, the DND 626 Task Authorization Form, and any other annexes.

1.2 Summary

A. The Department of National Defence (DND), through the Canadian Forces Health Services Group (CF H Svcs Gp), requires the Repair, Overhaul, Maintenance, Modification and Calibration of their Diagnostic Imaging Systems located at various Canadian Armed Forces (CAF) Health Services Centres across Canada in order to maintain the operational capability of these diagnostic imaging systems to ensure the health and well being of all CAF.

The contract period will be from date of Contract award to one (1) year later, with an irrevocable option to extend the term of the contract by up to four (4) additional periods under the same conditions.

B. There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.



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C. The requirement is subject to the provisions of the following International Trade Agreements:

1. Canadian Free Trade Agreement (CFTA);
2. World Trade Organization - Agreement on Government Procurement (WTO-AGP);
3. Comprehensive Economic and Trade Agreement (CETA);
4. Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP);
5. Canada-Chile Free Trade Agreement;
6. Canada-Colombia Free Trade Agreement;
7. Canada-Panama Free Trade Agreement;
8. Canada-Peru Free Trade Agreement;
9. Canada-Honduras Free Trade Agreement;
10. Canada-Korea Free Trade Agreement;
11. Canada-Ukraine Free Trade Agreement; and
12. Canada-United Kingdom Trade Continuity Agreement.

1.3 Debriefings

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



PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

- A. 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 (SACC) Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.
- B. Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.
- C. The 2003 (2022-03-29), Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation, with the following modification(s):
- (i) Section 02, Procurement Business Number, is deleted in its entirety;
 - (ii) Section 05, Submission of bids, subsection 2, paragraph d., is deleted in its entirety and replaced with the following:
 - d. send its bid only to the Department of National Defence location specified on page 1 of the bid solicitation or to the address specified in the bid solicitation.
 - (iii) Section 05, Submission of bids, subsection 2, paragraph e., is deleted in its entirety and replaced with the following:
 - e. ensure that the Bidder's name, return address, the bid solicitation number, and bid solicitation closing date and time are clearly visible on the bid; and
 - (iv) Section 05, Submission of bids, subsection 4, is amended as follows:
 - Delete: 60 days
 - Insert: 180 days
 - (v) Section 06, Late bids, is deleted in its entirety;
 - (vi) Section 07, Delayed bids, is deleted in its entirety and replaced with the following:
 - 07 Delayed bids
 - 1. It is the Bidder's responsibility to ensure that the Contracting Authority has received the entire submission. Misrouting or other electronic delivery issues resulting in late submission of bids will not be accepted.
 - (vii) Section 08, Transmission by facsimile, is deleted in its entirety; and
 - (viii) Section 20, Further information, is deleted in its entirety.



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2.2 Submission of Bids

- A. Bids must be submitted only to the Department of National Defence (DND) by the date, time, and place indicated on page 1 of the bid solicitation.
- B. Due to the nature of the bid solicitation, bids transmitted by facsimile will not be accepted.

2.2.1 Electronic Submissions

- A. **Individual e-mails that may include certain scripts, formats, embedded macros and/or links, or those that exceed five (5) megabytes may be rejected by Canada's e-mail system and/or firewall(s) without notice to the Bidder or Contracting Authority.** Larger bids may be submitted through more than one e-mail. Canada will confirm receipt of documents. It is the Bidder's responsibility to ensure that their entire submission has been received. Bidders should not assume that all documents have been received unless Canada confirms receipt of each document. In order to minimize the potential for technical issues, bidders are requested to allow sufficient time before the closing date and time to confirm receipt. Bid documents **submitted** after the closing time and date will not be accepted.

2.3 Former Public Servant

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

2.3.1 Definitions

- A. 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.
- B. "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.



- C. "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.

2.3.2 Former Public Servant in Receipt of a Pension

- A. As per the above definitions, is the Bidder a FPS in receipt of a pension?
Yes () No ()
- B. If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:
- (i) Name of former public servant; and
 - (ii) Date of termination of employment or retirement from the Public Service.
- C. By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2019-01](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

2.3.3 Work Force Adjustment Directive

- A. Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?
Yes () No ()
- B. 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; and
 - g. Number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.



2.4 Enquiries - Bid Solicitation

- A. All enquiries must be submitted in writing to the Contracting Authority no later than 15 calendar days before the bid closing date. Enquiries received after that time may not be answered.
- B. Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.5 Applicable Laws

- A. Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.
- B. Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

2.6 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
- Office of the Procurement Ombudsman (OPO)
 - Canadian International Trade Tribunal (CITT)
- (c) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.



PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

- A. Canada requests that Bidders provide their bid in separately bound sections as follows:
 - Section I: Technical Bid: one (1) soft copy in PDF format by e-mail;
 - Section II: Financial Bid: one (1) soft copy in PDF format by e-mail;
 - Section III: Certifications: one (1) soft copy in PDF format by e-mail; and
 - Section IV: Additional Information: one (1) soft copy in PDF format by e-mail.
- B. Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.
- C. Canada requests that Bidders follow the format instructions described below in the preparation of their bid:
 - (i) Use a numbering system that corresponds to the bid solicitation.

3.2 Section I: Technical Bid

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

3.3 Section II: Financial Bid

- A. Bidders must submit their financial bid in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3.

3.3.1 Electronic Payment of Invoices - Bid

- A. If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Attachment 2 to Part 3, Electronic Payment Instruments, to identify which ones are accepted.
- B. If Attachment 2 to Part 3, Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.
- C. Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.



3.3.2 Exchange Rate Fluctuation

- A. The requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All bids including such provision will render the bid non-responsive.

3.4 Section III: Certifications

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

3.5 Section IV: Additional Information

- A. In Section IV of their bid, bidders should provide:
 - (i) A completed, signed, and dated Page 1 of this solicitation;
 - (ii) The name of the contact person (provide also this person's title, mailing address, phone number, and email address) authorized by the Bidder to enter into communications with Canada with regards to their bid, and any contract that may result from their bid;
 - (iii) For Part 2, article 2.3, Former Public Servant, of the bid solicitation: the required answer to each question; and, if the answer is yes, the required information;
 - (iv) For Part 2, article 2.5, Applicable Laws, of the bid solicitation: the province or territory if different than specified;
 - (v) Part 6, article 6.1, Security Requirement, of the bid solicitation, for each individual who will require access to classified or protected information, assets, or sensitive work sites:
 - (a) the name of the individual;
 - (b) the date of birth of the individual; and
 - (c) if available, information confirming the individual meets the security requirement as indicated in Part 7 - Resulting Contract Clauses; and
 - (vi) Any other information submitted in the bid not already detailed.



ATTACHMENT 1 TO PART 3 – PRICING SCHEDULE

- A. The Bidder must complete this pricing schedule and include it in its financial bid. The Bidder must indicate a price for each item. If an item or a price of an item is included in another item, it should be annotated as such (i.e. “Included in Item X”). If the price is \$0.00 or N/A, this should be indicated such that every item has a price indication. Any item without a price will be evaluated as \$0.00 value. The information from this Attachment will be used to generate the Annex B – Basis of Payment for the contract.
- B. The volumetric data included in this pricing schedule are provided for bid evaluated price determination purposes only. They are not to be considered as a contractual guarantee. Their inclusion in this pricing schedule does not represent a commitment by Canada that Canada’s future usage of the services described in the bid solicitation will be consistent with this data.
- C. All prices and costs must be submitted in Canadian Dollars, Applicable Taxes excluded, FOB destination, freight charges included, Canadian customs duties and excise taxes included.
- D. The all-inclusive rates specified are inclusive of overhead expenses such as administrative support, facsimile, courier, photocopying, mail, word processing, and other operating costs. Accordingly, separate billing of any items related to the routine cost of doing business or time spent travelling will not be permitted.

1. INITIAL CONTRACT PERIOD: FROM DATE OF CONTRACT AWARD TO ONE (1) YEAR LATER

1.1 Annual Maintenance, Service and Repair:

- A. The Contractor must submit a firm all-inclusive Maintenance, Service, and Repair Fee for Work detailed in Annex A – Statement of Work, Article 4.0 relating to Preventative Maintenance and Healing Arts Radiation Protection Act (HARPA) on each of the systems listed in Appendix 1, Appendix 2 and Appendix 3 to Annex A. All applicable travel and living expenses must be included.
- B. Work relating to Preventative Maintenance and Healing Arts Radiation Protection Act (HARP) – Core Work detailed in Annex A – Statement of Work, must be coordinated and approved by the Technical Authority before any annual site visits.

ANNUAL MAINTENANCE, SERVICE AND REPAIR			
DESCRIPTION	FIRM ALL-INCLUSIVE PRICE (CAD\$)	QUANTITY	TOTAL (CAD\$)
	A	B	C= A X B
Initial Contract Period: from date of Contract Award to one (1) Year Later			
GE Proteus	\$ _____	1	\$ _____
Philips DR Suite	\$ _____	1	\$ _____
Konica Minolta AERO DR Imaging Detector	\$ _____	1	\$ _____
TOTAL INITIAL CONTRACT PERIOD – ANNUAL MAINTENANCE, SERVICE AND REPAIR			\$ _____



1.2 Optional Services through a Task Authorization:

A. All as-and-when requested work, when authorized by the Technical Authority, through a Task Authorization (TA), will be in accordance with Annex A – Statement of Work, Article 5.0. The Contractor will be paid in accordance with the firm all-inclusive rates outlined below. Travel and living expenses are extra and must be in accordance with the current [National Joint Council Travel Directives \(http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php\)](http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php), without any allowances for overhead or profit.

1.2.1 Asset Disassembly, Package, Relocation, and Re-Installation:

The Contractor must submit a firm, all-inclusive price for the following services:

- (a) Complete disassembly;
- (b) Packaging;
- (c) Packaging material;
- (d) Relocation of the system;
- (e) Post-installation testing; and
- (f) Re-installation of an asset from one location to another.

ASSET DISASSEMBLY, PACKAGE, RELOCATION, AND RE-INSTALLATION			
DESCRIPTION	FIRM ALL-INCLUSIVE PRICE (CAD\$)	QUANTITY	TOTAL (CAD\$)
	A	B	C= A X B
Optional Initial Contract Period: from date of Contract Award to one (1) Year Later			
GE Proteus	\$ _____	1	\$ _____
Philips DR Suite	\$ _____	1	\$ _____
Konica Minolta AERO DR Imaging Detector	\$ _____	1	\$ _____
TOTAL OPTIONAL INITIAL CONTRACT PERIOD – ASSET DISASSEMBLY, PACKAGE, RELOCATION AND RE-INSTALLATION			\$ _____

1.2.2 X-Ray Tube Replacement:

The Contractor must submit a firm, all-inclusive price for the following services:

- (a) replacement;
- (b) removal;
- (c) disposal of the old x-ray tube, in accordance with all government guidelines;
- (d) the installation;
- (e) post installation testing of the X-Ray Tube on the GE Proteus systems, Philips DR Suite X-Ray, Freight charges to destination and all applicable Customs duties and Excise taxes for goods must be included; and
- (f) install the x-ray tube assembly to OEM recommendations and conduct HARP testing.



X-RAY TUBE REPLACEMENT			
DESCRIPTION	FIRM ALL-INCLUSIVE PRICE (CAD\$)	QUANTITY	TOTAL (CAD\$)
	A	B	C= A X B
Optional Initial Contract Period: from date of Contract Award to one (1) Year Later			
GE Proteus	\$ _____	1	\$ _____
Philips DR Suite	\$ _____	1	\$ _____
TOTAL OPTIONAL INITIAL CONTRACT PERIOD – X-RAY TUBE REPLACEMENT			\$ _____

1.3 Total Initial Contract Period:

DESCRIPTION	TOTAL PRICE
Total Initial Contract Period – Annual Maintenance, Service and Repair	\$ _____
Total Optional Initial Contract Period – Asset Disassembly, Package, Relocation, and Re-Installation	\$ _____
Total Optional Initial Contract Period – X-Ray Tube Replacement	\$ _____
TOTAL INITIAL CONTRACT PERIOD	\$ _____

2. **OPTIONAL EXTENDED CONTRACT PERIOD 1: END OF INITIAL CONTRACT PERIOD TO ONE (1) YEAR LATER**

2.1 Annual Maintenance, Service and Repair Fees:

ANNUAL MAINTENANCE, SERVICE AND REPAIR FEES			
DESCRIPTION	FIRM ALL-INCLUSIVE PRICE (CAD\$)	QUANTITY	TOTAL (CAD\$)
	A	B	C= A X B
Optional Extended Contract Period 1: End of Initial Contract Period to one (1) Year Later			
GE Proteus	\$ _____	1	\$ _____
Philips DR Suite	\$ _____	1	\$ _____
Konica Minolta AERO DR Imaging Detector	\$ _____	1	\$ _____
TOTAL OPTIONAL EXTENDED CONTRACT PERIOD 1 – ANNUAL MAINTENANCE, SERVICE AND REPAIR			\$ _____



2.2 Optional Services through a Task Authorization:

A. All as-and-when requested work, when authorized by the Technical Authority, through a Task Authorization (TA), will be in accordance with Annex A – Statement of Work, Article 5.0. The Contractor will be paid in accordance with the firm all-inclusive rates outlined below. Travel and living expenses are extra and must be in accordance with the current [National Joint Council Travel Directives \(http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php\)](http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php), without any allowances for overhead or profit.

2.2.1 Asset Disassembly, Package, Relocation, and Re-Installation:

The Contractor must submit a firm, all-inclusive price for the following services:

- (a) Complete disassembly;
- (b) Packaging;
- (c) Packaging material;
- (d) Relocation of the system;
- (e) Post-installation testing; and
- (f) Re-installation of an asset from one location to another.

ASSET DISASSEMBLY, PACKAGE, RELOCATION, AND RE-INSTALLATION			
DESCRIPTION	FIRM ALL-INCLUSIVE PRICE (CAD\$)	QUANTITY	TOTAL (CAD\$)
	A	B	C= A X B
Optional Extended Contract Period 1: End of Initial Contract Period to one (1) Year Later			
GE Proteus	\$ _____	1	\$ _____
Philips DR Suite	\$ _____	1	\$ _____
Konica Minolta AERO DR Imaging Detector	\$ _____	1	\$ _____
TOTAL OPTIONAL EXTENDED CONTRACT PERIOD 1 – ASSET DISASSEMBLY, PACKAGE, RELOCATION AND RE-INSTALLATION			\$ _____

2.2.2 X-Ray Tube Replacement:

The Contractor must submit a firm, all-inclusive price the following services:

- (a) replacement;
- (b) removal;
- (c) disposal of the old x-ray tube, in accordance with all government guidelines;
- (d) the installation;
- (e) post installation testing of the X-Ray Tube on the GE Proteus systems, Philips DR Suite X-Ray, Freight charges to destination and all applicable Customs duties and Excise taxes for goods must be included; and
- (f) install the x-ray tube assembly to OEM recommendations and conduct HARP testing.



X-RAY TUBE REPLACEMENT			
DESCRIPTION	FIRM ALL-INCLUSIVE PRICE (CAD\$)	QUANTITY	TOTAL (CAD\$)
	A	B	C= A X B
Optional Extended Contract Period 1: End of Initial Contract Period to one (1) Year Later			
GE Proteus	\$ _____	1	\$ _____
Philips DR Suite	\$ _____	1	\$ _____
TOTAL OPTIONAL EXTENDED CONTRACT PERIOD 1 – X-RAY TUBE REPLACEMENT			\$ _____

2.3 Total Optional Extended Contract Period 1:

DESCRIPTION	TOTAL PRICE
Total Optional Extended Contract Period 1 – Annual Maintenance, Service and Repair	\$ _____
Total Optional Extended Contract Period 1 – Asset Disassembly, Package, Relocation, and Re-Installation	\$ _____
Total Optional Extended Contract Period 1 – X-Ray Tube Replacement	\$ _____
TOTAL OPTIONAL EXTENDED CONTRACT PERIOD 1	\$ _____

3. **OPTIONAL EXTENDED CONTRACT PERIOD 2: END OF OPTIONAL EXTENDED CONTRACT PERIOD 1 TO ONE (1) YEAR LATER**

3.1 Annual Maintenance, Service and Repair Fees:

ANNUAL MAINTENANCE, SERVICE AND REPAIR FEES			
DESCRIPTION	FIRM ALL-INCLUSIVE PRICE (CAD\$)	QUANTITY	TOTAL (CAD\$)
	A	B	C= A X B
Optional Extended Contract Period 2: End of Extended Contract Period 1 to one (1) Year Later			
GE Proteus	\$ _____	1	\$ _____
Philips DR Suite	\$ _____	1	\$ _____
Konica Minolta AERO DR Imaging Detector	\$ _____	1	\$ _____
TOTAL OPTIONAL EXTENDED CONTRACT PERIOD 2 – ANNUAL MAINTENANCE, SERVICE AND REPAIR			\$ _____



3.2 Optional Services through a Task Authorization:

A. All as-and-when requested work, when authorized by the Technical Authority, through a Task Authorization (TA), will be in accordance with Annex A – Statement of Work, Article 5.0. The Contractor will be paid in accordance with the firm all-inclusive rates outlined below. Travel and living expenses are extra and must be in accordance with the current [National Joint Council Travel Directives \(http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php\)](http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php), without any allowances for overhead or profit.

3.2.1 Asset Disassembly, Package, Relocation, and Re-Installation:

The Contractor must submit a firm, all-inclusive price for the following services:

- (a) Complete disassembly;
- (b) Packaging;
- (c) Packaging material;
- (d) Relocation of the system;
- (e) Post-installation testing; and
- (f) Re-installation of an asset from one location to another.

ASSET DISASSEMBLY, PACKAGE, RELOCATION, AND RE-INSTALLATION			
DESCRIPTION	FIRM ALL-INCLUSIVE PRICE (CAD\$)	QUANTITY	TOTAL (CAD\$)
	A	B	C= A X B
Optional Extended Contract Period 2: End of Extended Contract Period 1 to one (1) Year Later			
GE Proteus	\$ _____	1	\$ _____
Philips DR Suite	\$ _____	1	\$ _____
Konica Minolta AERO DR Imaging Detector	\$ _____	1	\$ _____
TOTAL OPTIONAL EXTENDED CONTRACT PERIOD 2 – ASSET DISASSEMBLY, PACKAGE, RELOCATION AND RE-INSTALLATION			\$ _____

3.2.2 X-Ray Tube Replacement:

The Contractor must submit a firm, all-inclusive price for the following services:

- (a) replacement;
- (b) removal;
- (c) disposal of the old x-ray tube, in accordance with all government guidelines;
- (d) the installation;
- (e) post installation testing of the X-Ray Tube on the GE Proteus systems, Philips DR Suite X-Ray, Freight charges to destination and all applicable Customs duties and Excise taxes for goods must be included; and
- (f) install the x-ray tube assembly to OEM recommendations and conduct HARP testing.



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X-RAY TUBE REPLACEMENT			
DESCRIPTION	FIRM ALL-INCLUSIVE PRICE (CAD\$)	QUANTITY	TOTAL (CAD\$)
	A	B	C= A X B
Optional Extended Contract Period 2 : End of Extended Contract Period 1 to one (1) Year Later			
GE Proteus	\$ _____	1	\$ _____
Philips DR Suite	\$ _____	1	\$ _____
TOTAL OPTIONAL EXTENDED CONTRACT PERIOD 2 – X-RAY TUBE REPLACEMENT			\$ _____

3.3 Total Optional Extended Contract Period 2:

DESCRIPTION	TOTAL PRICE
Total Optional Extended Contract Period 2 – Annual Maintenance, Service and Repair	\$ _____
Total Optional Extended Contract Period 2 – Asset Disassembly, Package, Relocation, and Re-Installation	\$ _____
Total Optional Extended Contract Period 2 – X-Ray Tube Replacement	\$ _____
TOTAL OPTIONAL EXTENDED CONTRACT PERIOD 2	\$ _____

4. OPTIONAL EXTENDED CONTRACT PERIOD 3: END OF OPTIONAL EXTENDED CONTRACT PERIOD 2 TO ONE (1) YEAR LATER

4.1 Annual Maintenance, Service and Repair Fees:

ANNUAL MAINTENANCE, SERVICE AND REPAIR FEES			
DESCRIPTION	FIRM ALL-INCLUSIVE PRICE (CAD\$)	QUANTITY	TOTAL (CAD\$)
	A	B	C= A X B
Optional Extended Contract Period 3: End of Extended Contract Period 2 to one (1) Year Later			
GE Proteus	\$ _____	1	\$ _____
Philips DR Suite	\$ _____	1	\$ _____
Konica Minolta AERO DR Imaging Detector	\$ _____	1	\$ _____
TOTAL OPTIONAL EXTENDED CONTRACT PERIOD 3 – ANNUAL MAINTENANCE, SERVICE AND REPAIR			\$ _____



4.2 Optional Services through a Task Authorization:

A. All as-and-when requested work, when authorized by the Technical Authority, through a Task Authorization (TA), will be in accordance with Annex A – Statement of Work, Article 5.0. The Contractor will be paid in accordance with the firm all-inclusive rates outlined below. Travel and living expenses are extra and must be in accordance with the current [National Joint Council Travel Directives \(http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php\)](http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php), without any allowances for overhead or profit.

4.2.1 Asset Disassembly, Package, Relocation, and Re-Installation:

The Contractor must submit a firm, all-inclusive price for the following services:

- (a) Complete disassembly;
- (b) Packaging;
- (c) Packaging material;
- (d) Relocation of the system;
- (e) Post-installation testing; and
- (f) Re-installation of an asset from one location to another.

ASSET DISASSEMBLY, PACKAGE, RELOCATION, AND RE-INSTALLATION			
DESCRIPTION	FIRM ALL-INCLUSIVE PRICE (CAD\$)	QUANTITY	TOTAL (CAD\$)
	A	B	C= A X B
Optional Extended Contract Period 3: End of Extended Contract Period 2 to one (1) Year Later			
GE Proteus	\$ _____	1	\$ _____
Philips DR Suite	\$ _____	1	\$ _____
Konica Minolta AERO DR Imaging Detector	\$ _____	1	\$ _____
TOTAL OPTIONAL EXTENDED CONTRACT PERIOD 3 – ASSET DISASSEMBLY, PACKAGE, RELOCATION AND RE-INSTALLATION			\$ _____

4.2.2 X-Ray Tube Replacement:

The Contractor must submit a firm, all-inclusive price for the following services:

- (a) replacement;
- (b) removal;
- (c) disposal of the old x-ray tube, in accordance with all government guidelines;
- (d) installation;
- (e) post installation testing of the X-Ray Tube on the GE Proteus systems, Philips DR Suite X-Ray, Freight charges to destination and all applicable Customs duties and Excise taxes for goods must be included; and
- (f) install the x-ray tube assembly to OEM recommendations and conduct HARP testing.



X-RAY TUBE REPLACEMENT			
DESCRIPTION	FIRM ALL-INCLUSIVE PRICE (CAD\$)	QUANTITY	TOTAL (CAD\$)
	A	B	C= A X B
Optional Extended Contract Period 3 : End of Extended Contract Period 2 to one (1) Year Later			
GE Proteus	\$ _____	1	\$ _____
Philips DR Suite	\$ _____	1	\$ _____
TOTAL OPTIONAL EXTENDED CONTRACT PERIOD 3 – X-RAY TUBE REPLACEMENT			\$ _____

4.3 Total Optional Extended Contract Period 3:

DESCRIPTION	TOTAL PRICE
Total Optional Extended Contract Period 3 – Annual Maintenance, Service and Repair	\$ _____
Total Optional Extended Contract Period 3 – Asset Disassembly, Package, Relocation, and Re-Installation	\$ _____
Total Optional Extended Contract Period 3 – X-Ray Tube Replacement	\$ _____
TOTAL EXTENDED CONTRACT PERIOD 3	\$ _____

5. **OPTIONAL EXTENDED CONTRACT PERIOD 4: END OF OPTIONAL EXTENDED CONTRACT PERIOD 3 TO ONE (1) YEAR LATER**

5.1 Annual Maintenance, Service and Repair Fees:

ANNUAL MAINTENANCE, SERVICE AND REPAIR FEES			
DESCRIPTION	FIRM ALL-INCLUSIVE PRICE (CAD\$)	QUANTITY	TOTAL (CAD\$)
	A	B	C= A X B
Optional Extended Contract Period 4: End of Optional Extended Contract Period 3 to one (1) Year Later			
GE Proteus	\$ _____	1	\$ _____
Philips DR Suite	\$ _____	1	\$ _____
Konica Minolta AERO DR Imaging Detector	\$ _____	1	\$ _____
TOTAL OPTIONAL EXTENDED CONTRACT PERIOD 4 – ANNUAL MAINTENANCE, SERVICE AND REPAIR			\$ _____



5.2 Optional Services through a Task Authorization:

A. All as-and-when requested work, when authorized by the Technical Authority, through a Task Authorization (TA), will be in accordance with Annex A – Statement of Work, Article 5.0. The Contractor will be paid in accordance with the firm all-inclusive rates outlined below. Travel and living expenses are extra and must be in accordance with the current [National Joint Council Travel Directives \(http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php\)](http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php), without any allowances for overhead or profit.

5.2.1 Asset Disassembly, Package, Relocation, and Re-Installation:

The Contractor must submit a firm, all-inclusive price for the following services:

- (a) Complete disassembly;
- (b) Packaging;
- (c) Packaging material;
- (d) Relocation of the system;
- (e) Post-installation testing; and
- (f) Re-installation of an asset from one location to another.

ASSET DISASSEMBLY, PACKAGE, RELOCATION, AND RE-INSTALLATION			
DESCRIPTION	FIRM ALL-INCLUSIVE PRICE (CAD\$)	QUANTITY	TOTAL (CAD\$)
	A	B	C= A X B
Optional Extended Contract Period 4 : End of Optional Extended Contract Period 3 to one (1) Year Later			
GE Proteus	\$ _____	1	\$ _____
Philips DR Suite	\$ _____	1	\$ _____
Konica Minolta AERO DR Imaging Detector	\$ _____	1	\$ _____
TOTAL OPTIONAL EXTENDED CONTRACT PERIOD 4 – ASSET DISASSEMBLY, PACKAGE, RELOCATION AND RE-INSTALLATION			\$ _____

5.2.2 X-Ray Tube Replacement:

The Contractor must submit a firm, all-inclusive price for the following services:

- (a) replacement;
- (b) removal;
- (c) disposal of the old x-ray tube, in accordance with all government guidelines;
- (d) installation;
- (e) post installation testing of the X-Ray Tube on the GE Proteus systems, Philips DR Suite X-Ray, Freight charges to destination and all applicable Customs duties and Excise taxes for goods must be included; and
- (f) install the x-ray tube assembly to OEM recommendations and conduct HARP testing.



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X-RAY TUBE REPLACEMENT			
DESCRIPTION	FIRM ALL-INCLUSIVE PRICE (CAD\$)	QUANTITY	TOTAL (CAD\$)
	A	B	C= A X B
Optional Extended Contract Period 4 : End of Optional Extended Contract Period 3 to one (1) Year Later			
GE Proteus	\$ _____	1	\$ _____
Philips DR Suite	\$ _____	1	\$ _____
TOTAL OPTIONAL EXTENDED CONTRACT PERIOD 4 – X-RAY TUBE REPLACEMENT			\$ _____

5.3 Total Extended Contract Period 4:

DESCRIPTION	TOTAL PRICE
Total Optional Extended Contract Period 4 – Annual Maintenance, Service and Repair	\$ _____
Total Optional Extended Contract Period 4 – Asset Disassembly, Package, Relocation, and Re-Installation	\$ _____
Total Optional Extended Contract Period 4 – X-Ray Tube Replacement	\$ _____
TOTAL OPTIONAL EXTENDED CONTRACT PERIOD 4	\$ _____

6.0 Total Evaluated Price (for bid evaluation purposes only):

DESCRIPTION	TOTAL PRICE
Total – Initial Contract Period	\$ _____
Total – Optional Extended Contract Period 1	\$ _____
Total – Optional Extended Contract Period 2	\$ _____
Total – Optional Extended Contract Period 3	\$ _____
Total – Optional Extended Contract Period 4	\$ _____
TOTAL EVALUATED PRICE	\$ _____



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ATTACHMENT 2 TO PART 3 - ELECTRONIC PAYMENT INSTRUMENTS

- A. The Bidder accepts to be paid by any of the following Electronic Payment Instrument(s):
- () Direct Deposit (Domestic and International); and
 - () Wire Transfer (International Only).



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

- A. Mandatory and point rated technical evaluation criteria are included in Attachment 1 to Part 4, Evaluation Criteria.

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

- A. To be declared responsive, a bid must:
 - (i) Comply with all the requirements of the bid solicitation; and
 - (ii) Meet all mandatory criteria; and
 - (iii) Obtain the required minimum number of points specified in Attachment 1 to Part 4 for the point rated technical criteria.
- B. Bids not meeting (i) or (ii) or (iii) will be declared non-responsive.
- C. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60% for the technical merit and 40% for the price.
- D. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60%.
- E. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%.
- F. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
- G. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

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

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

	Bidder 1	Bidder 2	Bidder 3
Overall Technical Score	115/135	89/135	92/135
Bid Evaluated Price	\$55,000.00	\$50,000.00	\$45,000.00



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Calculations	Technical Merit Score	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
	Pricing Score	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
Combined Rating		83.84	78.56	80.89
Overall Rating		1st	2nd	3rd

- H. Should two (2) or more responsive bids achieve an identical highest combined rating of technical merit and price, the bid with the highest number of points will be recommended for award of a contract.



ATTACHMENT 1 TO PART 4 - EVALUATION CRITERIA

1. MANDATORY CRITERIA

- A. The following elements of the proposal will be evaluated and scored in accordance with the mandatory technical evaluation criteria.
- B. The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.
- C. It is recommended that the Bidders include a grid in their proposals, cross-referencing statements of compliance with the supporting data in their proposals. Note: the compliance criteria grid(s), by and of itself, does not constitute demonstrated evidence. The Bidders should submit a detailed CV for each of the proposed resources. Bidders must provide the necessary documentation to support compliance with this requirement.
- D. Education must have been obtained from a recognized* Canadian university, college or high school, or the equivalent as established by a recognized* Canadian academic credentials assessment service, if obtained outside Canada. The Contractor must include copies of any degrees, diplomas or certificates.

*The list of recognized Canadian academic credentials assessment service providers can be found under the Canadian Information Centre for International Credentials website, at the following Internet link: <http://www.cicic.ca/indexe.stm> or World Higher Education Database (WHED) at: https://www.whed.net/results_institutions.php.

- F. Canada reserves the right to request references from the Bidder on proposed resources during the evaluation process and to confirm that the Bidder has provided the services stated.
- G. Experience gained during formal education will not be considered work experience. All requirements for work experience must have been obtained in a legitimate work environment as opposed to an educational setting. Co-op work terms are considered work experience provided they are related to the required services. If no months or years are stated to indicate when the work experience was obtained, then the experience will not be considered.
- H. In the case where the timelines of two or more projects overlap, the duration of the time common to each project will not be counted more than once.
- I. Bids that fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

#	MANDATORY REQUIREMENT	SUBSTANTIATION CROSS REFERENCE WITH BID
M1	The Bidder must demonstrate three (3) Contracts in which they have supplied professional services, for a minimum of one (1) year each within the last five (5) years as of the closing date of this RFP, related to the Maintenance of the GE Proteus Diagnostic Imaging System.	



	<p>The Bidder must provide all of the following information for each of its demonstrated Contracts:</p> <ul style="list-style-type: none"> • Client reference contact information (i.e. name, phone number and email); and • Description of the services provided, including through which activities/responsibilities the stated experience was obtained; and • Contract start date (month and year) and end date (month and year, if applicable). 	
<p>M2</p>	<p>The Bidder must demonstrate three (3) Contracts in which they have supplied professional services, for a minimum of one (1) year each within the last five (5) years as of the closing date of this RFP, related to the Repair and Overhaul of the GE Proteus Diagnostic Imaging System.</p> <p>The Bidder must provide all of the following information for each of its demonstrated Contracts:</p> <ul style="list-style-type: none"> • Client reference contact information (i.e. name, phone number and email); and • Description of the services provided, including through which activities/responsibilities the stated experience was obtained; and • Contract start date (month and year) and end date (month and year, if applicable). 	
<p>M3</p>	<p>The Bidder must demonstrate three (3) Contracts in which they have supplied professional services, for a minimum of one (1) year each within the last five (5) years as of the closing date of this RFP, related to performing Healing Arts Radiation Protection (HARP) testing on hospital based Diagnostic Imaging Suites.</p> <p>The Bidder must provide all of the following information for each of its demonstrated Contracts:</p> <ul style="list-style-type: none"> • Client reference contact information (i.e. name, phone number and email); and • Description of the services provided, including through which activities/responsibilities the stated experience was obtained; and • Contract start date (month and year) and end date (month and year, if applicable). 	



M4	<p>The Bidder must demonstrate three (3) Contracts in which they have supplied professional services, for a minimum of one (1) year each within the last five (5) years as of the closing date of this RFP, related to calibration of the GE Proteus Diagnostic Imaging System.</p> <p>The Bidder must provide all of the following information for each of its demonstrated Contracts:</p> <ul style="list-style-type: none"> • Client reference contact information (i.e. name, phone number and email); and • Description of the services provided, including through which activities/responsibilities the stated experience was obtained; and • Contract start date (month and year) and end date (month and year, if applicable). 	
M5	<p>The Bidder must demonstrate three (3) Contracts in which they have supplied professional services, for a minimum of one (1) year each within the last five (5) years as of the closing date of this RFP, related to the disassembly and reassembly of hospital based Diagnostic Imaging Suite.</p> <p>The Bidder must provide all of the following information for each of its demonstrated Contracts:</p> <ul style="list-style-type: none"> • Client reference contact information (i.e. name, phone number and email); and • Description of the services provided, including through which activities/responsibilities the stated experience was obtained; and • Contract start date (month and year) and end date (month and year, if applicable). 	
M6	<p>The Bidder must demonstrate three (3) Contracts in which they have supplied professional services, for a minimum of one (1) year each within the last five (5) years as of the closing date of this RFP, related to the Emergency and Technical Service Calls across Canada.</p> <p>The Bidder must provide all of the following information for each of its demonstrated Contracts:</p> <ul style="list-style-type: none"> • Client reference contact information (i.e. name, phone number and email); and • Description of the services provided, including through which activities/responsibilities the stated experience was obtained; and • Contract start date (month and year) and end date (month and year, if applicable). 	



2. RATED CRITERIA

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

#	POINT RATED REQUIREMENT	SCORING CRITERIA	MAX POINTS	SUBSTANTIATION CROSS REFERENCE WITH BID
R1	<p>The Bidder must demonstrate that a minimum of two (2) of their proposed field service technologists or technicians have obtained official training from GE Healthcare on the GE Proteus Diagnostic Imaging System.</p> <p>Educational qualifications and professional certifications/designations must be supported by copies of appropriate documentation (degree, diploma, or other verifiable proof).</p>	<p>No certification in GE Proteus Diagnostic Imaging System by GE Healthcare = 0 points</p> <p>Certification in GE Proteus Diagnostic Imaging System by GE Healthcare = 25 points</p>	25	
R2	<p>The Bidder must demonstrate that a minimum of two (2) of their field service technologists or technicians have obtained official training from Philips Healthcare on the Philips Diagnostic Imaging System.</p> <p>Educational qualifications and professional certifications/designations must be supported by copies of appropriate documentation (degree, diploma, or other verifiable proof).</p>	<p>No certification in Philips Diagnostic Imaging System by Philips Healthcare = 0 points</p> <p>Certification in Philips Diagnostic Imaging System by Philips Healthcare = 25 points</p>	25	



R3	<p>The Bidder must demonstrate that a minimum of two (2) of their proposed field service technologists or technicians have obtained official training from Konica Minolta Healthcare on the Konica Minolta AERO DR Digital Image detector diagnostic imaging systems.</p> <p>Educational qualifications and professional certifications/designations must be supported by copies of appropriate documentation (degree, diploma, or other verifiable proof).</p>	<p>No certification in Konica Minolta AERO DR Digital Image by Konica Minolta = 0 points</p> <p>Certification in Konica Minolta AERO DR Digital Image by Konica Minolta = 25 points</p>	25	
R4	<p>The Bidder must demonstrate that a minimum of two (2) of their proposed field service technologists or technicians have obtained radiography Healing Arts Radiation Protection (HARP) approved Certification.</p> <p>Educational qualifications and professional certifications/designations must be supported by copies of appropriate documentation (degree, diploma, or other verifiable proof).</p>	<p>No certification in Radiography HARP = 0 points</p> <p>Certification in Radiography HARP = 25 points</p>	25	
MAXIMUM POINTS AVAILABLE:			100	
MINIMUM POINTS REQUIRED:			25	



PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION

- A. Bidders must provide the required certifications and additional information to be awarded a contract.
- B. The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.
- C. The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions - Required Documentation

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

5.2.2 Security Requirements – Required Documentation

- A. In accordance with the [requirements of the Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>), Canadian-based Bidders are required to provide a completed Contract Security Program Application for Registration (AFR) form, included in Attachment 1 to Part 5 to be given further consideration in the procurement process.



- B. Bidders are reminded to obtain the required security clearance and, as applicable, security capabilities promptly. As indicated above, bidders who do not provide all the required information with their bid will be given the opportunity to complete any missing information from the AFR form within a period set by the Contracting Authority. If that information is not provided within the timeframe established by the Contracting Authority (including any extension granted by the Contracting Authority in its discretion), or if Canada requires further information from the Bidder in connection with assessing the request for security clearance (i.e., information not required by the AFR form), the Bidder will be required to submit that information within the time period established by the Contracting Authority, which will not be less than 48 hours. If the Bidder fails to provide the required information within the timeframe established by the Contracting Authority, its bid will be declared non-compliant.

5.2.3 Federal Contractors Program for Employment Equity - Bid Certification

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

5.2.4 Status and Availability of Resources

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

5.2.5 Education and Experience

- A. 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.



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**ATTACHMENT 1 TO PART 5 – CONTRACT SECURITY PROGRAM (CSP) APPLICATION FOR
REGISTRATION (AFR) FORM**

Bidders representing Canadian-based organizations are to complete the following AFR Form as part of their bid submission. If the AFR Form is not included as part of the bid submission, the Contracting Authority may request a copy prior to contract award:

[Contract security program \(CSP\) - Application for registration \(AFR\) \(pwgsc.gc.ca\)](http://pwgsc.gc.ca)



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PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
2. Before access to sensitive information is provided to the Bidder, the following conditions must be met:
 - (a) the Bidder's proposed individuals requiring access to sensitive information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses.
 - (b) the Bidder's security capabilities must be met as indicated in Part 7 - Resulting Contract Clauses;
3. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.



PART 7 - RESULTING CONTRACT CLAUSES

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

ARTICLES OF AGREEMENT

7.1 Statement of Work

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

7.1.2 Task Authorization

A. The portion of the Work detailed in Annex A – Statement of Work relating to Article 5.0 - Disassembly, Packaging, Relocation and Re-Installation, X-Ray Tube Replacement, Travel and other Optional Items, will be performed under the Contract on an "as-and-when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

7.1.2.1 Task Authorization Process

A. The Task Authorization Process is as follows:

- (i) The Technical Authority will provide the Contractor with a description of the task using the DND 626, Task Authorization Form specified in Annex D.
- (ii) The TA will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis and methods of payment as specified in the Contract;
- (iii) The Contractor must provide the Technical Authority, within five (5) calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract; and
- (iv) The Contractor must not commence work until a TA authorized by the Technical Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

7.1.2.2 Task Authorization Limit

- A. The Technical Authority may authorize individual task authorizations up to a limit of \$40,000.00 Applicable Taxes included, inclusive of any revisions.
- B. Any task authorization to be issued in excess of that limit must be authorized by the Contracting Authority before issuance.

7.1.2.3 Canada's Obligation - Portion of the Work - Task Authorizations

A. Canada's obligation with respect to the portion of the Work under the Contract that is performed through task authorizations is limited to the total amount of the actual tasks performed by the Contractor.



7.1.2.4 Periodic Usage Reports – Contracts with Task Authorizations

- A. The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.
- B. The Contractor must provide this data in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.
- C. The data must be submitted on a quarterly basis to the Contracting Authority. The quarterly periods are defined as follows:
 - 1st quarter: April 1 to June 30;
 - 2nd quarter: July 1 to September 30;
 - 3rd quarter: October 1 to December 31; and
 - 4th quarter: January 1 to March 31.
- D. The data must be submitted to the Contracting Authority no later than fifteen (15) calendar days after the end of the reporting period.

7.1.2.5 Reporting Requirement- Details

- A. A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:
 - For each authorized task:**
 - i. the authorized task number or task revision number(s);
 - ii. a title or a brief description of each authorized task;
 - iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
 - iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
 - v. the start and completion date for each authorized task; and
 - vi. the active status of each authorized task, as applicable.
 - For all authorized tasks:**
 - i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and



- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

7.1.2.6 Task Authorization - Department of National Defence

- A. The administration of the Task Authorization process will be carried out by the Technical Authority. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations.

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

- A. 2035 (2022-05-12), General Conditions - Higher Complexity - Services, apply to and form part of the Contract, with the following modification:

- (i) Article 01, Interpretation, "Canada", "Crown", "His Majesty" or "the Government", is deleted in its entirety and replaced with the following:

"Canada", "Crown", "His Majesty" or "the Government"
means His Majesty the King in right of Canada as represented by the Minister of National Defence and any other person duly authorized to act on behalf of that minister or, if applicable, an appropriate minister to whom the Minister of National Defence has delegated his or her powers, duties or functions and any other person duly authorized to act on behalf of that minister.

7.2.2 Canadian Forces Site Regulations

- A. The Contractor must comply with all standing orders or other regulations, instructions and directives in force on the site where the Work is performed.

7.3 Security Requirements

- A. The following security requirements apply and form part of the Contract:

7.3.1 SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE No. W6369-23-A072

1. The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
2. The Contractor personnel requiring access to PROTECTED information, assets or sensitive site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, PWGSC.



- 3. The Contractor MUST NOT remove any PROTECTED information or assets from the identified site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.
- 4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
- 5. The Contractor must comply with the provisions of the:
 - a) Security Requirements Check List and security guide (if applicable), attached at Annex C; and
 - b) *Contract Security Manual* (Latest Edition).

7.4 Term of Contract

7.4.1 Period of the Contract

- A. The period of the Contract is from date of Contract Award to one (1) year later.

7.4.2 Option to Extend the Contract

- A. The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to four (4) additional one (1) year periods 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.
- B. 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.

7.4.3 Delivery Points

- A. Delivery of the requirement will be made to delivery point(s) specified at Appendix 1 of Annex A of the Contract.

7.5 Authorities

7.5.1 Contracting Authority

- A. The Contracting Authority for the Contract is:

[Contact information to be detailed in the resulting contract]

Name: _____
 Title: _____
 Organization: _____
 Address: _____

 E-mail: _____



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

7.5.2 Technical Authority

- A. The Technical Authority for the Contract is:

[Contact information to be detailed in the resulting contract]

Name: _____
Title: _____
Organization: _____
Address: Department of National Defence (DND)
101 Colonel By Drive
Ottawa ON K1A 0K2
Telephone: _____
E-mail: _____

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

7.5.3 Contractor's Representative

[Contact information to be detailed in the resulting contract]

Name: _____
Title: _____
Address: _____

Telephone: _____
E-mail: _____

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Payment

7.7.1 Basis of Payment - Limitation of Expenditure - Task Authorizations

- A. For the portions of the work detailed in Annex A – Statement of Work, the Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work



specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment in Annex B, to the limitation of expenditure specified in the authorized TA.

- B. Canada's liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are included, and Applicable Taxes are extra.
- C. No increase in the liability of Canada or in the price of the Work specified in the authorized TA resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

Estimated Cost: \$[amount to be detailed in the resulting contract].

7.7.2 Limitation of Expenditure

- A. Canada's total liability to the Contractor under the Contract must not exceed the sum of \$[amount to be detailed in the resulting contract]. Customs duties are included and Applicable Taxes are extra.
- B. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
- C. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - (i) when it is 75 percent committed; or
 - (ii) four (4) months before the contract expiry date; or
 - (iii) as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions;whichever comes first.
- D. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.7.3 Limitation of Price

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

7.7.4 Method of Payment – Monthly Payments

- A. 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:
 - (i) 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;
 - (ii) all such documents have been verified by Canada;



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- (iii) the Work performed has been accepted by Canada.

7.7.5 Electronic Payment of Invoices - Contract

- A. The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

[List to be updated in the resulting contract]

- (i) Direct Deposit (Domestic and International); and
- (ii) Wire Transfer (International Only).

7.7.6 Discretionary Audit

- A. C0705C (2010-01-11), Discretionary Audit

7.8 Invoicing Instructions

- A. 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.

- B. Each invoice must be supported by:

- (i) A copy of time sheets to support the time claimed;
- (ii) A copy of the release document and any other documents as specified in the Contract;
- (iii) A copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses; and
- (iv) A description of the Work delivered.

- C. Invoices must be distributed as follows:

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

Department of National Defence (DND)
101 Colonel by Drive
Ottawa, ON K1A 0K2
c/o: Director Health Services Delivery
Attn: Danielle O'Hara
Email address: J4MedicalProcurement-J4AcquisitionMedicale@forces.gc.ca

- (ii) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

- (iii) To facilitate the payment process, it is important that the Contractor quote the contract number on all the invoices, shipping bills and packing slips. Failure to do so will delay payment and the date used for calculating interest on overdue accounts.



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7.9 Certifications and Additional Information

7.9.1 Compliance

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

7.9.2 Certifications - Contract

- A. 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.

7.10 Applicable Laws

- A. The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario **or as specified by the bidder in its bid, if applicable**.

7.11 Priority of Documents

- A. 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:
- (i) The Articles of Agreement;
 - (ii) The General Conditions 2035 (2022-12-01), General Conditions - Higher Complexity - Services;
 - (iii) Annex A, Statement of Work;
 - (iv) Annex B, Basis of Payment;
 - (v) Annex C, Security Requirements Check List;
 - (vi) The signed Task Authorizations (including all of its annexes, if any); and
 - (vii) the Contractor's bid dated **[date to be specified in the resulting contract]**, as clarified on **[date to be specified in the resulting contract, if required]**, and as amended on **[date to be specified in the resulting contract, if required]**.

7.12 Defence Contract

- A. The Contract is a defence contract within the meaning of the *Defence Production Act*, R.S.C. 1985, c. D-1 (<http://laws-lois.justice.gc.ca/eng/acts/d-1/>), and must be governed accordingly.



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- B. Title to the Work or to any materials, parts, work-in-process or finished work must belong to Canada free and clear of all claims, liens, attachments, charges or encumbrances. Canada is entitled, at any time, to remove, sell or dispose of the Work or any part of the Work in accordance with section 20 of the *Defence Production Act*.

One (1) of the following two (2) options will be inserted in the resulting contract, as applicable:

7.13 Foreign Nationals (Canadian Contractor)

- A. The Contractor must comply with Canadian immigration requirements applicable to foreign nationals entering Canada to work temporarily in fulfillment of the Contract. If the Contractor wishes to hire a foreign national to work in Canada to fulfill the Contract, the Contractor should immediately contact the nearest Service Canada regional office to enquire about Citizenship and Immigration Canada's requirements to issue a temporary work permit to a foreign national. The Contractor is responsible for all costs incurred as a result of non-compliance with immigration requirements.

7.13 Foreign Nationals (Foreign Contractor)

- A. The Contractor must comply with Canadian immigration legislation applicable to foreign nationals entering Canada to work temporarily in fulfillment of the Contract. If the Contractor wishes to hire a foreign national to work in Canada to fulfill the Contract, the Contractor should immediately contact the nearest Canadian Embassy, Consulate or High Commission in the Contractor's country to obtain instructions, information on Citizenship and Immigration Canada's requirements and any required documents. The Contractor is responsible to ensure that foreign nationals have the required information, documents and authorizations before performing any work under the Contract in Canada. The Contractor is responsible for all costs incurred as a result of non-compliance with immigration requirements.

7.14 Insurance

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

7.15 Dispute Resolution

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- (b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- (c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".



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7.16 Shipping Instructions – Delivery at Destination

A. Goods must be consigned to the destination specified in the Contract and delivered:

Delivered Duty Paid (DDP) as per listed locations under Appendix 1 to Annex A Incoterms 2000 for shipments from a commercial contractor.



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ANNEX A – STATEMENT OF WORK

1.0 TITLE

1.1 Maintenance, Services and Repair of Radiographic Systems

2.0 SCOPE

2.1 The Canadian Armed Forces (CAF), through the Canadian Forces Health Services Group (CF H Svcs Gp), requires the Repair, Overhaul, Maintenance, Modification and Calibration of their Diagnostic Imaging Systems located at various CAF Health Services Centres across Canada. The specific type and locations are listed in the Appendices to Annex A; Appendix 1 – GE Proteus, Appendix 2 – Philips DR Suite and Appendix 3 – Konica Minolta AERO DR Image Detector. A Preventive Maintenance (PM) of each system in the Appendices must be conducted, as a minimum, annually but no later than (NLT) 31 March of each calendar year. Repairs and calibrations must be completed on an as and when required basis. The objective is to establish a one (1) year services contract, with four (4) additional one (1) year optional periods.

3.0 BACKGROUND

3.1 The CF H Svcs Gp, as a component of the CAF, core mandate is the diagnosis and treatment of medical conditions for military personnel. As part of the diagnosis and treatment regimen, the CF H Svcs Gp relies on the diagnostic imaging systems listed in the Appendices to provide quality x-ray diagnostic images of the human body. A support and service contract is required in order to maintain the operational capability of these diagnostic imaging systems across the CAF thus enabling CF H Svcs Gp to deliver its core mandate. These systems must be properly maintained to operate at the highest standard in order to ensure the health and well-being of all CAF members.

4.0 REQUIREMENT – CORE WORK

4.1 The Contractor must provide, but not limited to, the following services common to all diagnostic imaging systems:

4.1.1 **Preventive Maintenance (PM):** The Contractor must perform annual preventative maintenance, as per the Original Equipment Manufacturer (OEM) recommendations, on each of the systems listed in Appendix 1, Appendix 2 and Appendix 3 to Annex A in order to maintain the system to OEM specifications. A PM visit must take place between 01 August and 31 October of each calendar year.

4.1.2 **Healing Arts Radiation Protection Act (HARP):** The CF H Svcs Gp has adopted the Government of Ontario's Healing Arts Radiation Protection Act (HARP) as the standard to ensure the safe operation of its diagnostic imaging systems. The Contractor must annually perform and conduct HARP testing on each system listed in Appendix 1, Appendix 2 and Appendix 3 to Annex A. The HARP testing must take place between 01 August and 31 October of each calendar year. While the Contractor has flexibility in determining their work schedule, in order to minimize system downtime, the CF H Svcs Gp would prefer if the HARP testing were conducted during the PM visit.

4.1.3 **Repair Services:**



- 4.1.3.1 The Contractor must provide full onsite service and support including but not limited to: inspection, fault diagnostics, disassembly, repair, overhaul, upgrade, reassembly and testing to each of the systems listed in Appendix 1, Appendix 2 and Appendix 3 to Annex A. For reference purposes, Appendix 4 contains a list of components per system;
- 4.1.3.2 The Contractor must provide a proactive repair and overhaul program based on proven OEM recommendations, to maximize the reliability and availability of the diagnostic imaging systems listed in Appendix 1, Appendix 2 and Appendix 3. Components that are most likely to fail are systematically replaced;
- 4.1.3.3 The Contractor must provide full onsite calibration service and support, to OEM specifications, after completion of all repairs and overhaul services and as required, for each of the systems listed in Appendix 1, Appendix 2 and Appendix 3 to Annex A; and
- 4.1.3.4 Contractor resources, field service technicians, that will provide the services requested by the CAF must have obtained official training from GE Healthcare on the GE Proteus, Philips Medical Systems on the Philips DR Suite and Konica Minolta on the Konica Minolta AERO DR Digital Image detector diagnostic imaging systems.
- 4.1.4 **Replacement Parts:**
- 4.1.4.1 The Contractor must supply all parts and components, with the exception of those items listed in Section 4.0 – Optional Items, necessary to satisfy the services required by CF H Svcs Gp. Replacement parts and subassemblies provided by the Contractor must be of new or like new quality and equivalent in function to original equipment parts. Replaced parts will become the property of the Contractor with the exception of any media or electronic component which contains Canada's confidential information. This information is to be erased in conjunction with CF H Svcs Gp privacy policies listed in Appendix 5 to Annex A, and with the permission of Canada. All Contractor-supplied parts and associated labour must carry a minimum ninety-day (90) warranty; and
- 4.1.4.2 In the event the Contractor does not have the required replacement part to effect repair, they must expedite the part by the fastest means possible and immediately inform the Technical Authority of the revised repair or service date.
- 4.1.5 **Equipment Recalls and Alerts:** Periodically manufacturers publish equipment recall or alert notices. The Contractor must monitor these recalls and alerts, and notify the Technical Authority, in writing, within five (5) days when a recall is published, or within ten (10) days when an alert is published for the systems listed in Appendix 1, Appendix 2 and Appendix 3 to Annex A, and perform the required corrective action. Upon completion of the corrective action the Contractor must, within five (5) business days, provide the Technical Authority with a written report detailing the work completed.
- 4.1.6 **Emergency Service Calls:** An unlimited number of emergency service calls during regular business hours, 8:00am to 5:00pm (local time zone of equipment location) Monday to Friday, excluding Canadian Statutory holidays, for each system listed in Appendix 1, Appendix 2 and Appendix 3 to Annex A. The Contractor must respond to the service call within two (2) hours and, if required, have a field service technician onsite within twenty-four (24) hours.
- 4.1.7 **Telephone Technical Support:** An unlimited number of telephone technical support calls during regular business hours, 8:00am to 5:00pm (local time zone of equipment location) Monday to Friday, excluding Canadian Statutory holidays, for each system listed in Appendix 1, Appendix 2



and Appendix 3 to Annex A. The Contractor must respond to the technical support call within two (2) hours.

- 4.1.8 **Software:** The Contractor must provide CF H Svcs Gp with all the software updates and new releases for the entire duration of the contract at no additional cost. Remote access to the systems listed in Appendix 1, Appendix 2 and Appendix 3 to Annex A is not possible; therefore, software updates must be completed through onsite visits.

Note: “Updates” includes all enhancements, extensions or other modifications to the software. “Releases” includes any enhancements or modifications to the software, or new modules or supplementary modules that function in conjunction with the software that represents the next generation of software, and which the OEM decides to make available to its customers.

- 4.1.9 **Licensing:** The Contractor must obtain and maintain all permits, licenses and certificates of approval required for the work to be performed under any applicable federal, provincial or municipal legislation. The Contractor is responsible for any charges imposed by such legislation or regulations. Upon request, the Contractor must provide a copy of any such permit, license or certificate to the Technical Authority.
- 4.1.10 **Language:** For all locations within the province of Quebec, written and verbal communications must be in French. For all other locations, written and verbal communications must be in English.
- 4.1.11 The Contractor must ensure all work performed during the repair, overhaul, maintenance, modification or calibration of the diagnostic imaging systems, as listed in Appendix 1, Appendix 2 and Appendix 3 to Annex A, permits the system to maintain its Health Canada medical device license.

5.0 OPTIONAL ITEMS (as and when required called up through a Task Authorization)

5.1 **Item 1 – GE Proteus Disassembly, Packaging, Relocation and Re-Installation:**

The Contractor must disassemble, package, relocate and re-install any one of the GE Proteus diagnostic imaging systems listed in Appendix 1 to Annex A, as follows:

- 5.1.1 Must disassemble, package, relocate and re-install the system in a new location;
- 5.1.2 Must package the material required to disassemble, relocate and re-install the system in a new location;
- 5.1.3 Must relocate the system; and
- 5.1.4 Must conduct post installation testing of the system at the new location. The Contractor must install the system to OEM recommendations and conduct HARP testing. CF H Svcs Gp will be responsible for conducting acceptance testing.

5.1.1 **Item 2 – GE Proteus X-Ray Tube Replacement:**

The Contractor must replace the x-ray tubes on any of the GE Proteus systems listed in Appendix 1 of Annex A, as follows:

- 5.1.1.1 Upon determination that the system’s x-ray tube head requires replacement, the Contractor must, as part of the CAF’s radiation safety policy, submit the form in Appendix



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4 to Annex A to the Technical Authority for approval prior to making repairs. Specifically the Contractor must complete the following fields:

- (a) Service Company Address;
- (b) Technician Contact Information – Name, Telephone Number, Email Address;
- (c) Manufacturer Name;
- (d) Model Number;
- (e) Unit Serial Number;
- (f) Head Serial Number; and
- (g) Tube Serial Number.

5.1.1.2 Must remove and dispose of the non-serviceable x-ray tube assembly if there is a core credit for the non-serviceable x-ray tube assembly it must be credited towards the purchase of the replacement;

5.1.1.3 Must install the new x-ray tube assembly;

5.1.1.4 Must ensure the disposal of the old x-ray tube is in accordance with municipal, provincial and federal guidelines; and

5.1.1.5 Must complete the post-installation testing of the new x-ray tube assembly to OEM recommendations and conduct HARP testing.

5.2 Item 3 – Philips DR Suite Disassembly, Packaging, Relocation and Re-Installation:

The Contractor must disassemble, package, relocate and re-install any one of the Philips DR Suite diagnostic imaging systems listed in Appendix 2 to Annex A, as follows:

5.2.1 Must disassemble, package, relocate and re-install the system in a new location;

5.2.2 Must package the material required to disassemble, relocate and re-install the system in a new location;

5.2.3 Must relocate the system; and

5.2.4 Must conduct post installation testing of the system at the new location. The Contractor must install the system to OEM recommendations and conduct HARP testing. CF H Svcs Gp will be responsible for conducting acceptance testing.

5.2.1 Item 4 – Philips DR Suite X-Ray Tube Replacement:

The Contractor must replace the x-ray tubes on any of the Philips DR Suite systems listed in Appendix 2 of Annex A, as follows:

5.2.1.1 Upon determination that the system's x-ray tube head requires replacement, the Contractor must, as part of the CAF's radiation safety policy, submit the form in Appendix 4 to Annex A to the Technical Authority for approval prior to making repairs. Specifically the Contractor must complete the following fields:

- (a) Service Company Address;
- (b) Technician Contact Information – Name, Telephone Number, Email Address;
- (c) Manufacturer Name;



- (d) Model Number;
- (e) Unit Serial Number;
- (f) Head Serial Number; and
- (g) Tube Serial Number.

5.2.1.2 Must remove and dispose of the non-serviceable x-ray tube assembly if there is a core credit for the non-serviceable x-ray tube assembly it must be credited towards the purchase of the replacement;

5.2.1.3 Must install the new x-ray tube assembly;

5.2.1.4 Must ensure the disposal of the old x-ray tube is in accordance with municipal, provincial and federal guidelines; and

5.2.1.5 Must complete the post-installation testing of the new x-ray tube assembly to OEM recommendations and conduct HARP testing.

5.3 Item 5 – Konica Minolta AERO DR Imaging Detector Disassembly, Packaging, Relocation and Re-Installation:

The Contractor must disassemble, package, relocate and re-install any one of the Konica Minolta AERO DR Imaging Detectors listed in Appendix 3 to Annex A as part of the GE Proteus diagnostic imaging systems. Work must be performed as follows:

5.3.1 Must disassemble, package, relocate and re-install the system in a new location;

5.3.2 Must package the material required to disassemble, relocate and re-install the system in a new location;

5.3.3 Must relocate the system; and

5.3.4 Must conduct post installation testing of the system at the new location. The Contractor must install the system to OEM recommendations and conduct, if applicable, HARP testing. CF H Svcs Gp will be responsible for conducting acceptance testing.

5.3.1 Item 6 – Konica Minolta AERO DR Image Detector Replacement:

The Contractor must replace the DR Image Detector on any one of the systems listed in Appendix 3 of Annex A, as follows:

5.3.1.1 Must remove and dispose of the non-serviceable DR Image Detector assembly;

5.3.1.2 Must install the new DR Image Detector assembly, if there is a core credit for the non-serviceable DR Image Plate it must be credited towards the purchase of the replacement;

5.3.1.3 Must ensure the disposal of the old DR Image Detector is in accordance with municipal, provincial and federal guidelines; and

5.3.1.4 Must complete the post-installation testing of the new DR Image Detector to OEM recommendations and provide the Technical Authority with the following information:

- (a) Manufacturer Name;



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- (b) Model Number;
- (c) Serial Number;
- (d) Software Version; and
- (e) Field Service Technician Information – Name, Telephone Number, Email Address.

6.0 REPORTS

The Contractor must provide the following reports in PDF format by email as follows:

- 6.1 **Work Order Report:** Upon completion of a service or maintenance task, the Contractor must provide the Technical Authority and the local Point of Contact (POC) with a copy of the field service technician's work order report. The report must include the following:

- (a) the CF H Svcs Gp asset number;
- (b) location;
- (c) detailed description of the services performed;
- (d) date and time;
- (e) duration of the task; and
- (f) the field service technician's name.

- 6.2 **Notice of Assessment:** In the event the system requires repair, overhaul, maintenance, modification or calibration that cannot be completed in one visit, the field service technician must provide the Technical Authority, within twenty-four (24) hours, a written Notice of Assessment. The assessment must include the following:

- (a) the CF H Svcs Gp asset number;
- (b) location;
- (c) reason for the delay;
- (d) detailed description of the services to be performed;
- (e) date and time;
- (f) anticipated down-time; and
- (g) the field service technician's name.

- 6.3 **Schedule:** Thirty (30) calendar days following the contract award, the Contractor must provide the Technical Authority with a schedule for the annual preventive maintenance of each location listed in Appendix 1, Appendix 2 and Appendix 3 to Annex A. Changes to the schedule must be agreed upon by both the Technical Authority and the Contractor on a case-by-case basis.

7.0 TRAVEL

The Contractor will be reimbursed its authorized travel and living expenses for "Optional Items – called up through a Task Authorization" reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the National Joint Council Travel Directive (<http://www.njc-cnrm.gc.ca/directive/travel-voyage/index-eng.php>) and with the other provisions of the directive referring to "travelers", rather than those referring to "employees".

8.0 CONTRACTOR RESPONSIBILITIES

- 8.1 All field service technicians working at CAF locations must be aware of Hazardous Material (HAZMAT) regulations. Any HAZMAT spills caused by the Contractor must be stopped, immediately communicated to the Technical Authority and cleaned by the Contractor as soon as



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possible. Any HAZMAT contamination caused by the Contractor must be removed from the site and properly disposed of at an officially approved site at the Contractor's expense.

- 8.2 Material Safety Data Sheets (MSDS) must be available upon request for all products used by the Contractor.
- 8.3 When requested and required, the Contractor must provide a certified copy of the travel and living expenses incurred in the performance of their field service technician's work at the CAF locations listed in Appendix 1, Appendix 2 and Appendix 3 to Annex A.
- 8.4 In accordance with the Government of Canada – Security Requirements for Contracting with the Government of Canada <https://www.tpsgc-pwgsc.gc.ca/esc-src/index-eng.html>, the Contractor will be responsible to ensure all field service technicians who will be accessing CAF worksites hold a valid Reliability security clearance prior to issuance of any applicable Task Authorization. The Contractor is responsible to provide the Technical Authority and Contracting Authority with security clearance updates as and when required.
- 8.5 The Contractor is solely responsible for all transport and shipping associated with any required service repair parts for any of the listed diagnostic imaging systems in Appendix 1, Appendix 2 and Appendix 3 to Annex A.

9.0 CAF RESPONSIBILITIES

- 9.1 Provide a Point of Contact (POC) for each location prior to first scheduled preventive maintenance.
- 9.2 Contact Contractor with any operational issues.

10.0 ADDITION OR DELETION

- 10.1 The CF H Svcs Gp reserves the right to add or delete equipment from the Appendices as required.
- 10.2 The Contracting Authority will provide the Contractor with a minimum of 45 calendar days of advance notice of equipment addition or deletion.
- 10.3 For equipment additions, the Contractor will provide the Contracting Authority with a pro-rated price adjustment based on fair market value.
- 10.4 For equipment deletions, the Contractor will provide the Contracting Authority with the new contract price based on the equipment deletion.



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APPENDIX 1 TO ANNEX A – GE PROTEUS DIAGNOSTIC IMAGING SYSTEM LOCATIONS (EAST TO WEST)

Asset 727290 – Installed 22 March 2005
CF H Svcs C (A)
Canadian Forces Base Halifax
Building S-80
2685 Sextant Lane
Halifax, NS
B3K 5X5

Asset 727291 – Installed 31 March 2005
26 CF H Svcs C
Canadian Forces Base Greenwood
Building 13, Administration Way
Greenwood, NS
B0P 1N0

Asset 727292 – Installed 31 March 2005
42 CF H Svcs C
Canadian Forces Base – Area Support Unit Gagetown
Building A-47, Champlain Avenue
Oromocto, NB
E2V 4J5

Asset 727289 – Installed 5 December 2004
Asset 730547 – Installed 19 May 2008
Health Care Centre Valcartier
Canadian Forces Base Valcartier
Building 109
Courcelette, QC
G0A 4Z0

Asset 727294 – Installed 11 April 2005
41 CF H Svcs C
Building 150
PO Box 100, Succ. Bureau Chef
Richelieu, QC
J0J 1R0

Asset 727293 – Installed 22 March 2005
25 CF H Svcs C
Canadian Forces Base Bagotville
Building 66
Bagotville, QC
G0V 1A0

Asset 727299 – Installed 31 March 2005
2 Field Ambulance Medical Clinic
Canadian Forces Base Petawawa
Building N 109



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Petawawa, ON
K8H 2X3

Asset 727298 – Installed 21 April 2005
33 CF H Svcs C
Canadian Forces Base Kingston
1 Entretien St, Building 62
Kingston, ON
K7K 7B4

Asset 727287 – Installed 1 July 2005
24 CF H Svcs C
8 Wing Trenton
50 Yukon Street
Astra, ON
K0K 3W0

Asset 727297 – Installed 16 March 2005
31 CF H Svcs C
Building O-166, 30 Ortona Road
Borden, ON
L0M 1C0

Asset 727286 – Installed 1 April 2005
23 CF H Svcs C
Building 62, Whytewold Road
Winnipeg, Manitoba
R3J 3Y5

Asset 727288 – Installed 8 September 2004
11 CF H Svcs C
Building L-158, Engineer Rd
Shilo, Manitoba
R0K 2A0

Asset 727296 – Installed 30 March 2005
1 Field Ambulance Edmonton Clinic
Building 162, Churchill Ave
Edmonton, AB
T5J 4J5

Asset 727295 – Installed 21 March 2005
CF H Svcs C (P)
1200 Colville Road
Victoria, BC
V9A 7N2



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APPENDIX 2 TO ANNEX A – TECHNICAL INFORMATION

The GE Proteus system includes the following components:

- a. Proteus System Console
- b. Proteus OTS Assembly
- c. Jedi STD HV Tank
- d. Jedi 80R IT
- e. Proteus System Cabinet 50KW
- f. Proteus Elevating Table
- g. Diagnostic X-Ray Wallstand
- h. Medys Ion Chamber W/24M
- i. Proteus System Software
- j. Rad-14 X-Ray Tube
- k. Auto Collimator
- l. AEC Option
- m. Cassette Holder 30x90
- n. MB2000LH with Labels
- o. XT Inboard Bridge F/Concl



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APPENDIX 3 TO ANNEX A – APPLICABLE DOCUMENTS

- 1) The Government of Canada, National Joint Council approved rates and allowances
<http://www.njc-cnm.gc.ca/doc.php?sid=3&lang=eng>
- 2) The Government of Canada, Public Works and Government Services Canada approved rates for accommodations <http://rehelv-acrd.tpsgc-pwgsc.gc.ca/ACRDS/index-eng.aspx>
- 3) The Government of Ontario, Healing Arts Radiation Protection Act,
https://www.ontario.ca/laws/statute/90h02?_ga=1.91414490.1775998198.1472657231
- 4) The Government of Canada, Health Canada Safety Code 35 http://www.hc-sc.gc.ca/ewh-semt/pubs/radiation/safety-code_35-securite/index-eng.php
- 5) Canada Labour Code, Canada Occupational Health and Safety Regulations
<http://laws.justice.gc.ca/eng/regulations/sor-86-304/fulltext.html>



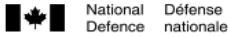
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APPENDIX 4 TO ANNEX A – X-RAY DEVICE RADIATION COMPLIANCE CERTIFICATE (RCC) REQUEST FORM



Reset Form

X-Ray Device Radiation Compliance Certificate (RCC) Request

If device is being transferred to another authorized holder, contact [D N Safe](#)

Form completion instructions

- 1 - Fill in all information requested, one form per request
- 2 - Information should be typed in
- 3 - Keep one copy and forward an electronic copy (SCAN) to the Applicable LCMM Medical

Requesting Unit Mailing Address		Service Company Address	
Requesting Unit POC		Technician Contact Information	
Name:		Name:	
Telephone:		Telephone:	
E-mail:		E-mail:	
UIC Holding Unit (SCA)		NSN	
Item Description		Manufacturer name	
Model Number		Control Serial Number (if applicable)	
Unit Serial Number	Head Serial Number	Tube Serial Number	
<p>Services performed</p> <p>X-ray unit rendered inoperable IAW Nuclear Safety Instruction (NSI) 8-200 Para 3.6</p> <p>The radiation emitting device has been rendered inoperable IAW above reference;</p> <ul style="list-style-type: none"> a. The vacuum in the X-ray tube breached or electrical connections on tube cut; b. The X-ray tube window investigated and contains no beryllium (IAW manufacturer) c. Tube oil disposed of IAW provincial legislation; d. Lead or other heavy metals (if applicable) removed for recycling. 			
Requested by (<i>print name and initials</i>)		Date (<i>yyyy-mm-dd</i>)	Signature

DND 2808-E (08-2013)
Design: Forms Management 613-957-8899
Conception : Gestion des formulaires 613-957-8908





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APPENDIX 5 TO ANNEX A – PRIVACY OF PERSONAL INFORMATION

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Privacy of Personal Information

Document Status: Current
Document Type: CF H Svcs Gp Instruction
Document Number: 5020-56
Original Source: MSI 2000-005
Approval: DGHS
SME: SSO H Svcs I
OPI: D H Svcs Del
Effective Date: 12 Jan 04
Last Reviewed: 01 Apr 13

Background

1. This document supersedes MSI CF 2000-005 "Privacy of Personal Health Information" which was originally issued and effective on 12 Jan 04. It is an Instruction that applies to all CF members, DND Public Servants of the Canadian Forces Health Services Group (CF H Svcs Gp) and civilian contractors providing service on behalf of the CF.

Application

2. This Instruction applies to all CF personnel, Department of National Defence (DND) Public Servants, contractors and sub-contractors who provide health services to CF members.

Definitions

Personal Health Information

- see Reference D

Breach of Privacy

3. There is breach of privacy when:
 - a. Personal health information is collected, used, disclosed or accessed other than as authorized, or its integrity is compromised.
 - b. Active bypassing of system security functions to gain access to information or system resources occurs.
4. Breaches of privacy will be reported to and reviewed by the CF H Svcs Gp Privacy O, who will take such further action as is considered appropriate.

Privacy Impact Assessment



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Responsibility

Responsibility Table

15. The following table identifies responsibilities regarding the privacy of personal health information.

The...	Is/are responsible for...
DGHS	<ul style="list-style-type: none"> • Approving orders, directives and instructions for the privacy of personal health information.
Surg Gen/D Dent Svcs	<ul style="list-style-type: none"> • Providing technical and professional direction for the privacy of personal health information.
SSO HSI	<ul style="list-style-type: none"> • Providing management direction concerning the privacy of personal health information. • Establishing policies and procedures to ensure compliance with the <i>Privacy Act</i>.
CF H Svcs Gp Privacy Officer	<ul style="list-style-type: none"> • Advising SSO HSI regarding the privacy issues related to personal health information; • Consulting with the Clinic Manager and the designated representative in Human Resources in a case of a breach of privacy; • Conducting privacy audits; • Conducting or analyzing PIAs to ensure compliance with the <i>Privacy Act</i>; and • Providing guidance to the Information System Security Officer during the Threat Risk Assessment Process.
Clinic Managers	<ul style="list-style-type: none"> • Consulting with the CF H Svcs Gp Privacy O, Base/Wing Surgeon and the designated representative in Human Resources in cases of a breach of privacy. • Taking disciplinary or administrative action where a breach of privacy has been confirmed.
Health Care Providers (CF, DND Civilians, Contracted Civilians)	<ul style="list-style-type: none"> • Complying with CF H Svcs Gp Privacy Policies. • Consulting with Clinic Managers, and the Privacy O in cases of a breach of privacy.



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Health Information Custodian	<ul style="list-style-type: none">• Ensuring proper protection and adequate handling of CF health records, personal health information and related forms and documents.
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References

- A. [Privacy Act](#)
- B. [Access to Information Act](#)
- C. [National Defence Act](#)
- D. [CF H Svcs Gp Instruction 7000-34](#), General Overview – Health Information/Records Management
- E. [QR&Os Vol II](#), Disciplinary
- F. CPAOs
- G. National Defence Security Policy (NDSP)
- H. National Defence Security Instructions (NDSI)



ANNEX B – BASIS OF PAYMENT

- A. During the period of the Contract, the Contractor will be paid as specified below, for Work performed in accordance with the Contract. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax (GST/HST) is extra, if applicable.
- B. The following firm rates include all expenses that may need to be incurred to satisfy the terms of the Contract.
- C. All payments are subject to government audit.

1. INITIAL CONTRACT PERIOD: FROM DATE OF CONTRACT AWARD TO ONE (1) YEAR LATER

Initial Contract Period: from date of Contract Award to one (1) Year Later			
Description	Firm All-Inclusive Price (CAD\$)		
	GE Proteus	Philips DR Suite	Konica Minolta
Annual Maintenance, Service and Repair Fees, including Healing Arts Radiation Protection Act (HARP) Testing	\$[amount to be detailed in the resulting contract]	\$[amount to be detailed in the resulting contract]	\$[amount to be detailed in the resulting contract]
Asset Disassembly, Package, Relocation, and Re-Installation	\$[amount to be detailed in the resulting contract]	\$[amount to be detailed in the resulting contract]	\$[amount to be detailed in the resulting contract]
X-Ray Tube Replacement and Installation	\$[amount to be detailed in the resulting contract]	\$[amount to be detailed in the resulting contract]	N/A

2. OPTIONAL EXTENDED CONTRACT PERIOD 1: END OF INITIAL CONTRACT PERIOD TO ONE (1) YEAR LATER

Optional Extended Contract Period 1: end of Initial Contract Period to one (1) Year Later			
Description	Firm All-Inclusive Price (CAD\$)		
	GE Proteus	Philips DR Suite	Konica Minolta
Annual Maintenance, Service and Repair Fees, including Healing Arts Radiation Protection Act (HARP) Testing	\$[amount to be detailed in the resulting contract]	\$[amount to be detailed in the resulting contract]	\$[amount to be detailed in the resulting contract]
Asset Disassembly, Package, Relocation, and Re-Installation	\$[amount to be detailed in the resulting contract]	\$[amount to be detailed in the resulting contract]	\$[amount to be detailed in the resulting contract]
X-Ray Tube Replacement and Installation	\$[amount to be detailed in the resulting contract]	\$[amount to be detailed in the resulting contract]	N/A



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3. OPTIONAL EXTENDED CONTRACT PERIOD 2: END OF OPTIONAL EXTENDED CONTRACT PERIOD 1 TO ONE (1) YEAR LATER

Optional Extended Contract Period 2: end of Optional Extended Contract Period 1 to one (1) Year Later			
Description	Firm All-Inclusive Price (CAD\$)		
	GE Proteus	Philips DR Suite	Konica Minolta
Annual Maintenance, Service and Repair Fees, including Healing Arts Radiation Protection Act (HARP) Testing	\$[amount to be detailed in the resulting contract]	\$[amount to be detailed in the resulting contract]	\$[amount to be detailed in the resulting contract]
Asset Disassembly, Package, Relocation, and Re-Installation,	\$[amount to be detailed in the resulting contract]	\$[amount to be detailed in the resulting contract]	\$[amount to be detailed in the resulting contract]
X-Ray Tube Replacement and Installation	\$[amount to be detailed in the resulting contract]	\$[amount to be detailed in the resulting contract]	N/A

4. OPTIONAL EXTENDED CONTRACT PERIOD 3: END OF OPTIONAL EXTENDED CONTRACT PERIOD 2 TO ONE (1) YEAR LATER

Optional Extended Contract Period 3: end of Extended Contract Period 2 to one (1) Year Later			
Description	Firm All-Inclusive Price (CAD\$)		
	GE Proteus	Philips DR Suite	Konica Minolta
Annual Maintenance, Service and Repair Fees, including Healing Arts Radiation Protection Act (HARP) Testing	\$[amount to be detailed in the resulting contract]	\$[amount to be detailed in the resulting contract]	\$[amount to be detailed in the resulting contract]
Asset Disassembly, Package, Relocation, and Re-Installation	\$[amount to be detailed in the resulting contract]	\$[amount to be detailed in the resulting contract]	\$[amount to be detailed in the resulting contract]
X-Ray Tube Replacement and Installation	\$[amount to be detailed in the resulting contract]	\$[amount to be detailed in the resulting contract]	N/A

5. OPTIONAL EXTENDED CONTRACT PERIOD 4: END OF OPTIONAL EXTENDED CONTRACT PERIOD 3 TO ONE (1) YEAR LATER

Optional Extended Contract Period 4: end of Extended Contract Period 3 to one (1) Year Later			
Description	Firm All-Inclusive Price (CAD\$)		
	GE Proteus	Philips DR Suite	Konica Minolta



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Annual Maintenance, Service and Repair Fees, including Healing Arts Radiation Protection Act (HARP) Testing	\$[amount to be detailed in the resulting contract]	\$[amount to be detailed in the resulting contract]	\$[amount to be detailed in the resulting contract]
Asset Disassembly, Package, Relocation, and Re-Installation	\$[amount to be detailed in the resulting contract]	\$[amount to be detailed in the resulting contract]	\$[amount to be detailed in the resulting contract]
X-Ray Tube Replacement and Installation	\$[amount to be detailed in the resulting contract]	\$[amount to be detailed in the resulting contract]	N/A

6. Travel and Living Expenses

- A. The Contractor will be reimbursed its authorized travel and living expenses for "Optional Items - called up through a Task Authorization" reasonably and properly incurred in the performance of the Work at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C, and D of the [National Joint Council Travel Directive \(http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php\)](http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php) and with the other provisions of the directive referring to "travelers", rather than those referring to "employees".
- B. All travel must be authorized through a Task Authorization.
- C. All payments are subject to government audit.

Initial Contract Period: \$5,000.00
Optional Extended Contract Period 1 (If Option is Exercised): \$5,000.00
Optional Extended Contract Period 2 (If Option is Exercised): \$5,000.00
Optional Extended Contract Period 3 (If Option is Exercised): \$5,000.00
Optional Extended Contract Period 4 (If Option is Exercised): \$5,000.00

7.0 Total Estimated Cost:

Initial Contract Period: \$[amount to be detailed in the resulting contract]
Optional Extended Contract Period 1 (If Option is Exercised): \$[amount to be detailed in the resulting contract]
Optional Extended Contract Period 2 (If Option is Exercised): \$[amount to be detailed in the resulting contract]
Optional Extended Contract Period 3 (If Option is Exercised): \$[amount to be detailed in the resulting contract]
Optional Extended Contract Period 4 (If Option is Exercised): \$[amount to be detailed in the resulting contract]

- A. With the exception of the all-inclusive rates specified above, the amounts shown at item 6. C. above cannot exceed \$5,000.00 for the initial contract period and optional extended periods.



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ANNEX C – SECURITY REQUIREMENTS CHECK LIST



Government of Canada

Gouvernement du Canada

Contract Number / Numéro du contrat W6369-23-A072
Security Classification / Classification de sécurité Unclassified

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE			
1. Originating Government Department of Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction	
Department of National Defence		CMP/D HS Del	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
NA		NA	
4. Brief Description of Work / Brève description du travail			
Maintenance service support for the fifteen (15) Diagnostic Imaging Systems located at CAF Health Services Centres across Canada for a contract period of twenty-three (23) months and three (3) additional option periods of twelve (12) months each.			
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"/>
Not releasable A ne pas diffuser	<input type="checkbox"/>		
Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays:	<input type="checkbox"/>	Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays:	<input type="checkbox"/>
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A	<input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ	<input type="checkbox"/>
PROTECTED B PROTÉGÉ B	<input checked="" type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE	<input type="checkbox"/>
PROTECTED C PROTÉGÉ C	<input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/>	NATO SECRET NATO SECRET	<input type="checkbox"/>
SECRET SECRET	<input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET	<input type="checkbox"/>
TOP SECRET TRÈS SECRET	<input type="checkbox"/>		
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT)	<input type="checkbox"/>		

TBS/SCT 350-103(2004/12)

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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 Yes
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 Yes
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 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 : _____

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 Yes
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No Yes

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 Yes

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 Yes

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 Yes

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 Yes

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 Yes

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

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

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

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

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



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[Page 4 of the SRCL to be inserted in the resulting contract]



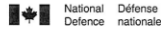
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ANNEX D – DND 626 TASK AUTHORIZATION FORM



TASK AUTHORIZATION AUTORISATION DES TÂCHES

All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.		Contract no. – N° du contrat
		Task no. – N° de la tâche
Amendment no. – N° de la modification	Increase/Decrease – Augmentation/Réduction	Previous value – Valeur précédente
To – À	<p>TO THE CONTRACTOR</p> <p>You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task.</p> <p>Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract.</p> <p>À L'ENTREPRENEUR</p> <p>Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande.</p> <p>Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.</p>	
Delivery location – Expédié à		
Delivery/Completion date – Date de livraison/d'achèvement	Date _____ for the Department of National Defence pour le ministère de la Défense nationale	
Contract item no. N° d'article du contrat	Services	Cost Prix
		GST/HST TPS/TVH
		Total
<p>APPLICABLE ONLY TO PWGSC CONTRACTS: The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract.</p> <p>NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC : La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.</p>		
<p>_____ for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux</p>		

DND 626 (01-05)

Design: Forms Management 993-4050
Conception: Gestion des formulaires 993-4062