



REQUEST FOR EXPRESSION OF INTEREST

PHYSICIAN SERVICES FOR THE VANCOUVER JAIL

RFEOI No. VPD20201125

Issue Date: December 24, 2020

Issued by: Vancouver Police Department (the "VPD") on behalf of
the Vancouver Police Board (the "VPB")

IN RESPECT OF

- 1.1 REQUEST FOR EXPRESSIONS OF INTEREST NO. VPD20201125 (the "RFEOI")
- 1.2 The RFEOI concerns the VPD's interest in procuring physician services for the VPD Jail. Details of the VPD's objectives and requirements to which the RFEOI relates are set out in Section 1 and Schedule 1 of the RFEOI.

EXPRESSIONS OF INTEREST WILL NOT BE PUBLICLY OPENED.

NOTES:

1. An Expression of Interest should be submitted by email prior to 3:00pm on January 29, 2021 (the "Closing Time") in accordance with the following:
 - Subject of the file to be: VPD# - Title - Vendor name.
 - Document format for submissions:
 - Schedule 1-5 in PDF format, - 1 combined PDF file, and;
 - Any additional attachments if required.
 - Zip the files to reduce the size or email separately if needed.
 - Send your submissions to bids@vpd.ca; do not deliver a physical copy to the City of Vancouver or the Vancouver Police Department
 - If you did not receive an automated email within few minutes, check your junk folder first, and then contact Purchasing@vpd.ca.
 - Submitting the files via Drop box, FTP, or similar programs, is not acceptable.
2. Each Expression of Interest must be marked with the vendor's name and the RFEOI title and number.
3. "Vancouver Time" will be conclusively deemed to be time in the City of Vancouver, as indicated in the electronic timestamp the Proposal receives upon delivery to the email address specified herein, which is in turn synchronized to Network Time Protocol (NTP) provided by the National Research Council of Canada adjusted to local Pacific Time Zone.
4. DO NOT SUBMIT EXPRESSIONS OF INTEREST BY FAX.
5. All queries related to this RFEOI should be submitted in writing to the attention of:

Richard Kwai, Purchasing and Inventory Unit
Email: purchasing@vpd.ca

(the "Contact Person")

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SECTION 1 GENERAL INFORMATION

1.1 Introduction

The Vancouver Police Department (the “VPD”) is seeking expressions of interest (“Expressions of Interest”) from vendors with expertise in physician services to provide on-call consultations for nurses and daily in-person visits at the Vancouver Jail.

In this Section 1.1, a Proponent who succeeds in entering into an Agreement with the VPD pursuant to this RFP is referred to for convenience of reference as the “Service Provider”.

For many decades, the City of Vancouver (the “City”) has had a municipal police department which has been operated and governed by the Vancouver Police Board, which is an independent police board established pursuant to the *Police Act*.

The Vancouver Jail (“Jail”) is located at 265 East Cordova, and was taken over by the VPD in 2006 from the Province of British Columbia. The Jail has served as a temporary holding facility to hold newly arrested prisoners until their release by the VPD or for their initial court appearance. The capacity of the Jail is approximately 100 prisoners and it is the VPD’s practice to provide such prisoners with access to basic health services when required and to also provide access to basic health assessments upon intake of each prisoner into the Jail.

Rockdoc Consulting Inc. (“Rockdoc”) currently provides the Jail with nursing medical services in relation to Request for Proposal No. PS20190579 - Medical Services for Vancouver Jail Prisoners.

1.2 Scope of Work

The physician must manage health care and have a significant administrative role in direct health care, in the system of health care, and in health care policy, procedures, and standards. A physician must be aware of and balance interests of good solid medical practice, medical board requirements, court findings, the safety and security of the facility, the individuals in the facility, and the community, all while working in an environment not specifically created for the purpose of health care. A physician may have to take on multiple roles beyond direct one-on-one patient care while working in a detention facility.

A Physician shall be, within 15 minutes of being called, available to nurses at the Jail by telephone for consultation on treatment matters. Such telephone consultation may include, but is not limited to, obtaining a Physician’s order to administer medications for pre-existing illnesses and diseases confirmed in Pharmanet and for other medical situations, such as for responses to addictions, as when an addicted prisoner may experience symptoms of withdrawal without medical intervention.

The Physician is required to attend the Jail each business day for approximately 1 hour or as required. Due to the COVID-19 pandemic, the Physician shall not be required to attend the Jail in person but will be required to attend virtually using appropriate internet/vide conferencing technology until the state of emergency related to COVID-19 declared by the Province of British Columbia ceases to be extended and the World Health Organization has declared the pandemic to be over.

Physician on-call services for the Jail shall be provided at all hours on all days from the effective date until the termination of the Agreement.

Reporting to the VPD about the foregoing Services on a monthly basis.

1.3 RFEOI Process

- 1.3.1 Interested parties (“**Respondents**”) are required to respond to this RFEOI in accordance with the instructions set forth in this RFEOI.
- 1.3.2 Expressions of Interest are being requested in order to afford the Vancouver Police Department the opportunity to gauge such responses and evaluate Respondents’ expertise, so that the VPD may then conduct a more formal procurement process, tailored (as determined in the VPD’s discretion) to the responses received and limited, should the VPD so determine, to all or some of the RFEOI Respondents. The VPD currently anticipates that it will carry out a request for proposals that the same will be released to multiple qualified Respondents during the period stated in Schedule 1 – Description of Requirements.
- 1.3.3 Notwithstanding the foregoing, the VPD may, as a result of the RFEOI, decide to proceed directly to negotiate a contract with an outstanding Respondent (or the sole qualified Respondent, if there is only one).
- 1.3.4 The RFEOI process is aimed at encouraging businesses with the required level of expertise to participate. Respondents should ensure that their Expressions of Interest demonstrate expertise in physician services.
- 1.3.5 Any potential Respondent is requested to refrain from submitting an Expressions of Interest if it is not willing to submit bona fide proposal or tender in relation to the subject matter of the RFEOI if the VPD invites the Respondent to participate in a request for proposals or invitation to tender.
- 1.3.6 If a potential Respondent believes that the VPD may be unable to select it due to a conflict of interest, but is uncertain about this, the potential Respondent is urged to contact the individual named on the cover page above as soon as possible with the relevant information so that the VPD may advise the vendor regarding the matter.

1.4 RFEOI Documents

- 1.4.1 This RFEOI consists of:
 - (a) the cover page hereof and sections 1 through 6 hereof; and
 - (b) schedules as follows:
 - (i) Schedule 1 – Description of Requirements;
 - (ii) Schedule 2 – Letter of Expression of Interest;
 - (iii) Schedule 3 – Format for Expressions of Interest; and
 - (iv) Schedule 4 – Certificate of Existing Insurance
 - (v) Schedule 5 – Declaration of Supplier Code of Conduct Compliance
 - (vi) Schedule 6 – Conflict of Interest Declaration

(collectively, the “RFEOI Documents”)
- 1.4.2 If the VPD issues any amendments or addenda to the RFEOI Documents, such amendments or addenda will form part of the RFEOI Documents. It is the sole

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responsibility of all Proponents to check the City of Vancouver's website at: <http://www.vancouver.ca/fs/bid/bidopp/openbid.htm> regularly for amendments or addenda to the RFEOI Documents, including questions and answers posted by the VPD in relation to this RFEOI.

SECTION 2 QUALIFICATION CRITERIA

2.1 General

The City currently expects to base its decision with respect to each Respondent's qualification (or not) to participate in a request for proposals on (i) whether the statement of qualifications submitted by the Respondent as part of its Expression of Interest (its "**Statement of Qualifications**") has met, and whether such Statement of Qualifications shows that the Respondent has met, the requirements set out in the RFEOI Documents and (ii) the evaluation criteria set out in Schedule 1 – Description of Requirements.

2.2 Key Personnel and Subcontractors

- 2.2.1 As part of its Statement of Qualifications, a Respondent should submit the names of proposed key personnel and subcontractors.
- 2.2.2 Qualification to participate in a request for proposals may be conditioned on the use of the key personnel and subcontractors specified in a Statement of Qualifications, or other personnel or subcontractors approved in advance by the VPD.
- 2.2.3 A Respondent should therefore not change its key personnel or subcontractors without discussing the same with the VPD.
- 2.2.4 Notwithstanding the following, by submitting an Expression of Interest, each Respondent acknowledges that if selected to participate in a request for proposals, the Respondent may be required to include subcontractors selected by the VPD.
- 2.2.5 Respondents acknowledge that if selected to participate in a request for proposals, the Respondent shall be required to have all key personnel and subcontractors to undergo and successfully pass the VPD background check in order to be considered as a potential Service Provider.

SECTION 3 COMMUNICATIONS

Respondents may not communicate with the VPD about the RFEOI except in writing by email to the contact person listed on the cover page of this RFEOI.

SECTION 4 SUBMISSION OF EXPRESSIONS OF INTEREST

4.1 Delivery

Each Respondent should submit a single electronic copy of its entire Expression of Interest by email to bids@vpd.ca. It is each Respondent's sole responsibility to ensure delivery of its Expression of Interest by the Closing Time. All submissions should be made at the Respondent's sole cost and expense.

4.2 Late Expressions of Interest

The Vancouver Police Department may, in its discretion, accept, or reject and return, any Expression of Interest received after the Closing Time.

4.3 Form of Expression of Interest

Each Expression of Interest must consist of a letter in the form set forth in Schedule 2 together with a Statement of Qualifications in the format set forth in Schedule 3, an insurance certificate in the form set forth as Schedule 4 and declaration of Supplier Code of Conduct compliance in the form of Schedule 5.

4.4 Lack of Information

Following receipt of an Expression of Interest, the Vancouver Police Department may, in its sole discretion and without having any duty or obligation to do so, request that the Respondent provide the Vancouver Police Department with additional information to clarify or substantiate the information provided by the Respondent. If a Respondent fails to provide information required for the VPD's evaluation of the Respondent's qualifications, or fails to provide timely clarification or substantiation of the information supplied, that failure may result in no further consideration being given to the Expression of Interest.

4.5 Material Changes

Respondents should inform the Vancouver Police Department of any material change in information that might affect their qualification status at any time during the RFEOI process. Participants in a request for proposal will be required to update key qualification information at the time of proposal submission. Prior to the entry into any agreement for goods or services, a successful vendor will be required to confirm its continued status.

SECTION 5 REVIEW OF EXPRESSIONS OF INTEREST

5.1 Evaluation by the Vancouver Police Department

The VPD will review the Expressions of Interest submitted to determine whether, in the VPD's opinion, each Respondent has demonstrated that it has the required experience and qualifications in order for it to advance in the VPD's procurement process. In doing so, the VPD currently expects to base its decision with respect to each Respondent on (i) whether the Statement of qualifications submitted by the Respondent has met, and whether such Statement of Qualifications shows that the Respondent has met, the requirements set out in the RFEOI Documents and (ii) the evaluation criteria set out in Schedule 1 – Description of Requirements. The VPD currently expects to select a number of Respondents ("Pre-Qualified Respondents"); provided that:

5.1.1 the determination of which Respondents are designated as Pre-Qualified Respondents will be at the sole discretion of the VPD; and

5.1.2 the VPD reserves the right to limit the number of Respondents designated as Pre-Qualified Respondents.

5.2 Inquiries

The VPD, in its sole discretion and without having any duty or obligation to do so, may conduct any inquiries or investigations, including but not limited to contacting references, to verify the statements, documents, and information submitted in connection with an Expression of

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Interest and may seek clarification from a Respondent's bankers and clients regarding any financial and experience issues.

5.3 Non-Conforming Expressions of Interest

Expressions of Interest which fail to conform to the format requirements set forth in Schedule 3 hereto or which fail to conform to any other requirement of these RFEOI Documents may be rejected by the Vancouver Police Department, in its discretion. Notwithstanding the foregoing or any other provision of these RFEOI Documents, the VPD may at its sole discretion elect to retain for consideration Expressions of Interest which deviate either materially or non-materially from the format requirements set out in Schedule 3 hereto or which otherwise fail to conform to any other requirement of these RFEOI Documents.

SECTION 6 NOTIFICATION AND RFP PROCESS

6.1 Notification of Prequalification

Following the Closing Time, the Vancouver Police Department will only notify those Respondents which are selected as Pre-Qualified Respondents (or with which the VPD proposes to proceed to negotiate an agreement). The Vancouver Police Department thanks all other Respondents for their interest.

6.2 Changes after Pre-Qualification

Any change in the structure or formation of a Pre-Qualified Respondent will be subject to prior written approval of the VPD prior to the deadline for submission of proposals or tenders. The VPD may deny that approval if the change in the structure or formation of the Pre-Qualified Respondent, from that presented in the Expression of Interest, would have affected whether or not the Respondent would have been short-listed in the first instance.

6.3 The Vancouver Police Department Rights

6.3.1 The VPD may, without liability to any Respondent or Pre-Qualified Respondent, may:

- (a) amend the scope and description of the goods and services to be procured under the RFEOI or any subsequent a request for proposals process, varying them from those described herein, or amend the qualifications that may be required to meet those requirements;
- (b) reject or accept any or all Expressions of Interest;
- (c) cancel the RFEOI process and reject all Expressions of Interest;
- (d) cancel the RFEOI process and commence a new process in respect of the same request for proposals with the same or an amended set of documents, information or requirements;
- (e) request that any Respondent provide additional information, clarifications or goods samples or demonstrations, without requesting the same from all Respondents; or
- (f) terminate the RFEOI process and enter into direct negotiations with any party whether or not a Respondent

6.3.2 By submitting an Expression of Interest, a Respondent acknowledges and agrees that these RFEOI Documents are, in no way whatsoever, an offer to enter into an agreement

(except on the limited terms and conditions expressly stated in Schedule 2), and that submission of an Expression of Interest by a Respondent does not in any way whatsoever create any obligation on the part of the VPD to treat the Respondent's or any other Respondent's Expression of Interest in any particular manner or undertake the VPD's RFEOI process in any particular manner (except as expressly stated in Schedule 2 with respect to confidentiality).

- 6.3.3 The form of letter set forth in Schedule 2 also contains a release of the VPD's liability and other important terms and conditions that should be reviewed carefully by each Respondent, and each Respondent should obtain the advice of independent legal counsel in connection therewith.

6.4 Information Disclaimer

6.4.1 The VPD makes no representation, warranty or undertaking with respect to these RFEOI Documents and the VPD and its directors, officers, employees, agents, consultants and advisors will not be liable or responsible for the accuracy or completeness of the information in these RFEOI Documents or for any other written or oral information made available to any interested person or its advisors, and any similar such liability however arising, is expressly disclaimed by the VPD.

6.4.2 Each Respondent should conduct its own independent investigations of all relevant matters and must not rely on the VPD in such regard. The information contained in the RFEOI Documents is provisional and is expected to be superseded by information in a request for proposals and other documents.

6.5 Security Requirements

The VPD reserves the right to require, as a condition of a contract entered into with any successful vendor, or as a condition to participation in a request for proposals, that the vendor or directors or officers of the vendor consent to the VPD and its security partners conducting at the VPD's discretion, a security clearance investigation, including without limitation criminal records searches and such other security searches as the VPD may deem advisable, together with ongoing monitoring of the same.

SECTION 7 CONFLICTS/COLLUSION/LOBBYING

7.1 Conflicts of Interest Generally

Each Respondent must disclose whether any officer, director, shareholder, partner, employee or contractor of the Respondent or of any of its proposed subcontractors, or any other person related to the Respondent's or any proposed subcontractor's organization (a "person having an interest") or any spouse, business associate, friend or relative of a person having an interest is:

- (a) an elected official or employee of the VPD; or
- (b) related to or has any business or family relationship with an elected official or employee of the VPD,

in each case such that there could be any conflict of interest or an appearance of a conflict of interest in the evaluation or consideration of the Respondent's Expression of Interest by the VPD. The VPD will evaluate each matter disclosed to determine whether and to what extent the Respondent can be given consideration in the RFEOI in light of the particular matter.

7.2 Former VPD Employees

Each Respondent must disclose whether any person having an interest (as defined above) is a former official, former employee or former contractor of the VPD who has non-public information relevant to the RFEOI obtained during his or her employment or engagement by the VPD. The VPD will evaluate each matter disclosed to determine whether and to what extent the Respondent can be given consideration in the RFEOI in light of the particular matter.

7.3 Other Clients

Each Respondent must disclose whether the Respondent or any of its proposed subcontractors is currently engaged in supplying (or is proposing to supply) goods or services to a third party such that entering into an agreement with the VPD in relation to the subject matter of the RFEOI would create a conflict of interest or the appearance of a conflict of interest between the Respondent's duties to the VPD and the Respondent's or its subcontractors' duties to such third party. The VPD will evaluate each matter disclosed to determine whether and to what extent the Respondent can be given consideration in the RFEOI in light of the particular matter.

7.4 Collusion

Each Respondent is required to disclose whether the Respondent is competing for purposes of the RFEOI with any entity with which it is legally or financially associated or affiliated. Each Respondent must also disclose whether it is cooperating in any manner in relation to the RFEOI with any other Respondent responding to the RFEOI. The VPD will evaluate each matter disclosed to determine whether and to what extent the Respondent can be given consideration in the RFEOI in light of the particular matter.

7.5 Lobbying

Each Respondent is required to disclose whether it or any officer, director, shareholder, partner, employee or agent of the Respondent or any of its proposed subcontractors: (1) is registered as a lobbyist under any lobbyist legislation in any jurisdiction in Canada or in the United States of America; or (2) has engaged in any form of political or other lobbying whatsoever with respect to the RFEOI or sought, other than through the submission of its Expression of Interest, to influence the outcome of the RFEOI process. The VPD will evaluate each matter disclosed to determine whether and to what extent the Respondent can be given consideration in the RFEOI in light of the particular matter.

SCHEDULE 1 – DESCRIPTION OF REQUIREMENTS

RFEOI Section Reference	
1.1 - 1.4	<p>Description of Products and Services:</p> <p>The VPD seeks Expressions of Interest from Respondents who have expertise in physician services, including, but not limited to, the following:</p> <ul style="list-style-type: none">(a) Primary Care;(b) Emergencies and Urgencies;(c) After-hours Care;(d) Public Health; and(e) Management and Administration Issues
1.5	<p>Anticipated Period of Issuance of RFP: February 2021</p> <p>Anticipated dates upon the selection of Successful Proponent:</p> <ul style="list-style-type: none">• April 2021
2.1 & 5.1	<p>Evaluation Criteria</p> <p>Qualifications and relevant corporate experience and capability of the Respondent;</p> <ul style="list-style-type: none">(a) Physician services(b) Medical records management(c) COVID-19 safety protocols and exposure plan(d) Financial capability;(e) Proven track record substantiated by recent and relevant client references;(f) Qualifications and relevant experience of the Respondent's key personnel and sub-contractors to be included in the project team;(g) Experience with similar facilities or equipment;(h) History of any litigation or claims made against the Respondent, or made by the Respondent against the VPD, during the three years previous to the Closing Time;(i) Ability to meet insurance and bonding requirements; and(j) Innovative ideas relating to execution and deliverables. <p>Note: The above evaluation criteria may not necessarily be listed in order of importance and will not necessarily be weighted equally.</p>

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SCHEDULE 2 – LETTER OF EXPRESSION OF INTEREST

[Letterhead paper of the Respondent or participant responsible for a joint venture, including full postal address, telephone and facsimile.]

Date: *[Insert]*

TO: THE VANCOUVER POLICE DEPARTMENT (the “VPD”)

RE: EXPRESSION OF INTEREST -- REQUEST FOR EXPRESSIONS OF INTEREST NO. VPD20201125 (the “RFEOI”) IN RESPECT OF PHYSICIAN SERVICES FOR THE VANCOUVER JAIL.

1. Being duly authorized to represent and act on behalf of *[Insert full corporate name and if a joint venture, then state “on behalf of...” and list the full corporate names of the companies forming the joint venture]*, the undersigned hereby submits the attached Statement of Qualifications and supporting materials on behalf thereof.
2. Herein, the term “Respondent” refers to *[insert full corporate name and if a joint venture, then state “...refers to each of” and list the full corporate names of the companies forming the joint venture]*.
3. The VPD and its representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this Expression of Interest, and to seek clarification from the Respondent’s bankers and clients regarding any financial and experience issues, and to do all other things stated in the RFEOI.
4. Capitalized terms used herein have the definitions ascribed thereto in the RFEOI.
5. The VPD its representatives may contact the following persons for further information:

Richard Kwai
Purchasing and Inventory Unit
Vancouver Police Department
Email: purchasing@vpd.ca
6. This Expression of Interest is made with the full understanding and agreement that:
 - (a) any information submitted during qualification may be subject to verification by the Vancouver Police Department, including during evaluation of any subsequent proposal or tender;
 - (b) the Respondent will (and does hereby undertake to) submit a bona fide proposal or tender in relation to the subject matter of the RFEOI (and consistent with this Expression of Interest) if the VPD invites the Respondent to participate in a request for proposals or invitation to tender;
 - (c) the Vancouver Police Department may:
 - (i) amend the scope and description of the goods and services to be procured under the RFEOI or any subsequent request for proposals process, varying them from those described in the RFEOI, or amend the qualifications that may be required to meet the VPD’s requirements;
 - (ii) reject or accept any or all Expressions of Interest;

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- (iii) cancel the RFEOI process and reject all Expressions of Interest;
 - (iv) cancel the RFEOI process and commence a new process in respect of the same request for proposals with the same or an amended set of documents, information or requirements;
 - (v) request any respondent to provide additional information or clarification or goods samples or demonstrations without requesting such information from all respondents; or
 - (vi) terminate the RFEOI process and enter into direct negotiations with any party whether or not a respondent; and
- (d) the Vancouver Police Department will not be liable in any way whatsoever for any actions described under 4(c) of this letter.
7. The Respondent acknowledges and agrees that the RFEOI Documents are, in no way whatsoever, an offer to enter into an agreement except on the limited terms and conditions expressly stated in this letter, and submission of this Expression of Interest by the Respondent does not in any way whatsoever create any obligation on the part of the VPD to treat the Respondent's or any other respondent's Expression of Interest in any particular manner or undertake the VPD's RFEOI process in any particular manner (except as expressly stated below in this letter with respect to confidentiality).
8. The Respondent acknowledges and agrees to the information disclaimers and other terms and conditions set forth in the RFEOI.
9. Except only and to the extent that the VPD is in breach of Section 10 of this letter, the Respondent now releases the VPD, its officials, its agents and its employees from all liability for any costs, damages or losses incurred in connection with the RFEOI, including any cost, damages or losses in connection with:
- (a) any alleged (or judicially determined) breach by the VPD or its officials, agents or employees any obligation or duty under the RFEOI;
 - (b) any unintentional tort of the VPD or its officials or employees occurring in the course of conducting the RFEOI; or
 - (c) the manner in which the VPD: reviews, considers, evaluates or negotiates any Expression of Interest; addresses or fails to address any Expression of Interest; or resolves to enter into any contract or not enter into any contract.
10. Subject to the applicable provisions of the *Freedom of Information and Protection of Privacy Act* (British Columbia) and the VPD's right to publicly disclose information about or from any Expression of Interest, including without limitation names and prices, in the course of publicly reporting to the Vancouver Police Board about the RFEOI, the VPD will treat the Expression of Interest (and the VPD's evaluation of it), in confidence in substantially the same manner as it treats its own confidential material and information.
11. The Respondent acknowledges receipt of the following amendments and addenda (if applicable):
- Amendment/Addendum No. [Complete] Date: [Complete]
- Amendment/Addendum No. [Complete] Date: [Complete]

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Amendment/Addendum No. [Complete] Date: [Complete]

12. Any dispute relating to the RFEOI (except to the extent that the VPD breaches Section 10 above) will be resolved by arbitration in accordance with the *Commercial Arbitration Act* (British Columbia), amended as follows:
- (a) The arbitrator will be selected by the VPD's Director of Legal Services;
 - (b) Section 9 of this letter, and the other provisions hereof, will apply; and
 - (c) The Respondent will bear all costs of the arbitration.
13. The Respondent (a) has read, understands and agrees to the terms and conditions in this letter, (b) has had an opportunity to seek legal counsel and (c) affirms that the statements made in its Expression of Interest are true and correct in every detail.

Respondent Name(s): _____

Signature: _____ Date: _____

Name of Signatory: _____

Title of Signatory: _____

Mailing Address: _____

Cheque Payable/Remit to Address: _____

Telephone No.: _____ Fax No.: _____

Key Contact Person: _____ E-mail: _____

GST Registration No.: _____ Date and Jurisdiction of Incorporation: _____

City of Vancouver
Business License No.
(or, if available, Metro
West Inter-Municipal
Business License No.): _____ WorkSafeBC Registration No.: _____

SCHEDULE 3 – FORMAT FOR EXPRESSIONS OF INTEREST

Expressions of Interest submitted by Respondents should consist of:

1. a completed and duly executed Letter of Expression of Interest (the foregoing Schedule 2);
2. a completed and duly executed insurance certificate and a completed and duly executed declaration of Supplier Code of Conduct Compliance (the following schedules 4 and 5); and
3. a Statement of Qualifications, consisting of and arranged as follows:
 - (a) **Title Page (1 page)**

The title page should identify the RFEOI number identified on the cover page of this RFEOI, the Closing Time, and the Respondent's name, address, telephone number, fax number and contact person.
 - (b) **Table of Contents / Index**
 - (c) **Corporate Experience:**
 - Describe the type of entity (for example, individual, corporation, partnership, sole proprietorship) and if a joint venture, clearly state this and state who the joint venture parties are and identify who is acting as the lead.
 - Describe the company/entity size, depth, and annual sales volumes (in dollars).
 - Provide client references, where possible.
 - Provide a history of litigation or claims made against the Respondent during the three years immediately prior to the Closing Time.
 - (d) **Corporate Capability:**
 - Describe the Respondent's capability (financial, experience and workload capacity) to undertake the role of supplier.
 - Provide resumes of proposed key personnel.
 - Provide a letter from a bonding company confirming the Respondent's bonding capability.
 - (e) **Completed and Current Major Projects**
 - List three relevant projects, with names of customers, dollar amounts, names of company personnel involved and client/owner references.
 - Describe the Respondent's capacity to undertake the project and describe any other projects scheduled during the anticipated time frame.

(f) **Outline of Services to be Provided**

Provide a brief discussion of your methodology and approach to the services listed below:

- **Primary Care:** The physician must be able to provide extensive primary care covering all the aspects of primary care. This includes: internal medicine, dermatology, preventive care, basic orthopedics, minor in-office procedures, emergencies, urgent needs, routine patient appointments, episodic recurrent care, chronic care, and end of life care. They may be expected to manage other medical areas such as mental health, such as suicidality and forced medication; as well as dental issues, such as severe dental pain, facial trauma or infections if a psychiatrist or dentist is not available.
- **Emergencies and Urgencies:** The physician must have the ability to handle medical urgencies and emergencies, e.g. chest pain and acute asthma, trauma, fractures. Withdrawal and overdose medical issues occur in medicine with regularity, and it is important for all physicians to be competent in these areas.
- **After-hours Care:** The only medical staff on site "after-hours" is a nurse and the physician should have plans for management for both primary care, minor and major medical situations that occur.
- **Public Health:** A physician will be responsible for infection control advice and practice, outbreak evaluation and management, advice or implementation of congregate health directives and health issues e.g. vaccinations and preventive and environmental health initiatives.
- **Management and Administration Issues:** Beyond direct patient care the physician may play an integral role in the overall health and health system of the facility. The physician must be aware of and balance interests of good solid medical practice, medical supervision, implementation of process, medical board rules, the safety and security of the facility, the individuals in the facility, and the community. A few examples of medical-custody coordination are:
 - Timely access to medical
 - Timely treatments and
 - Medical training and supervision.
- **Medical, Legal, Political:**
The physician will be involved in medical-legal situations. Examples are: hunger strikes, transgender, compassionate release pleas, elderly release pleas, and psychotropic medications. Legal threats and law suits are a way of life among the population. The physician may face potential law suits and may need to work with risk management, collaborate with lawyers, and deal with court orders.

(g) **Conflicts/Collusion/Lobbying**

Provide information responsive to Section 7.0 of the RFEOI.

SCHEDULE 4 - CERTIFICATE OF EXISTING INSURANCE

[Attach]

SCHEDULE 5 - DECLARATION OF SUPPLIER CODE OF CONDUCT COMPLIANCE
DECLARATION OF SUPPLIER CODE OF CONDUCT COMPLIANCE

Purpose: All proposed suppliers are to complete and submit this form to certify compliance with the supplier performance standards set out in the Supplier Code of Conduct.

The Vancouver Police Department expects each supplier of goods and services to the VPD to comply with the supplier performance standards set out in the City of Vancouver's Supplier Code of Conduct (SCC) <<https://policy.vancouver.ca/AF01401P1.pdf>>. The SCC defines minimum labour and environmental standards for City/VPD suppliers and their subcontractors.

Suppliers are expected to comply with the aforementioned standards upon submitting a tender, proposal, application, expression of interest or quotation to the VPD, or have a plan in place to comply within a specific period of time. The VPD reserves the right to determine an appropriate timeframe in which suppliers must come into compliance with these standards. To give effect to these requirements, an authorized signatory of each proposed vendor must complete the following declaration and include this declaration with its submission:

As an authorized signatory of _____ (*vendor name*), I declare that I have reviewed the SCC and to the best of my knowledge, _____ (*vendor name*) and its proposed subcontractors have not been and are not currently in violation of the SCC or convicted of an offence under national and other applicable laws referred to in the SCC, other than as noted in the table below (*include all violations/convictions that have occurred in the past three years as well as plans for corrective action*).

Section of SCC / title of law	Date of violation /conviction	Description of violation / conviction	Regulatory / adjudication body and document file number	Corrective action plan

I understand that a false declaration and/or lack of a corrective action plan may result in no further consideration being given to the submission of _____ (*vendor name*).

Signature: _____

Name and Title: _____

SCHEDULE 6 - CONFLICT OF INTEREST DECLARATION

1 NO CONFLICT OF INTEREST / NO COLLUSION / NO LOBBYING

1.1 Declaration as to no Conflict of Interest in Bid Process

The Respondent confirms and warrants that there is no officer, director, shareholder, partner or employee of the Respondent or of any of its proposed subcontractors, or any other person related to the Respondent's or any proposed subcontractor's organization (a "person having an interest") or any spouse, business associate, friend or relative of a person having an interest who is:

- (a) an elected official or employee of the VPD; or
- (b) related to or has any business or family relationship with any elected official or employee of the VPD,

in each case, such that there could be any conflict of interest or any appearance of conflict of interest in the evaluation or consideration of the Bid document by the VPD, and, in each case, except as set out, in all material detail, in a separate section titled "Conflicts; Collusion; Lobbying" in the Submission.

1.2 Declaration as to No Conflict of Interest Respecting Proposed Supply

The Respondent confirms and warrants that neither the Respondent nor any of its proposed subcontractors is currently engaged in supplying (or is proposing to supply) goods or services to a third party such that entering into an agreement with the VPD in relation to the subject matter of the Bid would create a conflict of interest or the appearance of a conflict of interest between the Respondent's duties to the VPD and the Respondent's or its subcontractors' duties to such third party, except as set out, in all material detail, in a separate section titled "Conflicts; Collusion; Lobbying" in the Submission.

1.3 Declaration as to No Collusion

The Respondent confirms and warrants that:

- (a) the Respondent has no affiliation, whether legal or financial, with any other entity which is in the business of providing the same type of goods or services which are the subject of the Bid; and
- (b) the Respondent is not competing within the bid process with any entity with which it is legally or financially associated or affiliated,

in each case, except as set out, in all material detail, in a separate section titled "Conflicts, Collusion, Lobbying" in the Submission.

1.4 Declaration as to Lobbying

The Respondent confirms and warrants that:

- (a) neither it nor any officer, director, shareholder, partner, employee or agent of the Respondent or any of its proposed subcontractors is registered as a lobbyist under any lobbyist legislation in any jurisdiction in Canada or in the United States of America; and
- (b) neither it nor any officer, director, shareholder, partner, employee or agent of the Respondent or any of its proposed subcontractors has engaged in any form of political

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or other lobbying whatsoever with respect to the Bid or sought, other than through the submission of the submission, to influence the outcome of the Bid process,

in each case as set out, in all material detail, in a separate section titled "Conflicts, Collusion, Lobbying" in the Submission.

All of the terms of this Declaration to this Bid Form which by their nature require performance or fulfillment following the conclusion of the Bid process will survive the conclusion of such process and will remain legally enforceable by and against the Respondent and the VPD.

The Respondent consents to the VPD contacting any references named by the Respondent in the Submission.

AS EVIDENCE OF THE RESPONDENT'S INTENT TO BE LEGALLY BOUND BY THIS DECLARATION, THE RESPONDENT HAS EXECUTED AND DELIVERED THIS DECLARATION AS AN INTEGRAL PART OF ITS BID FORM IN THE MANNER AND SPACE SET OUT BELOW:

Signature of Authorized Signatory for the Respondent

Date

Name and Title

Signature of Authorized Signatory for the Respondent

Date

Name and Title