

**Prequalification Data Sheet**  
**Provincial Prequalification Process**  
**Personal Support and Homemaking Services**

## DATA SHEET

ITA Section Reference	The instructions in this Data Sheet and related Information Forms are intended to complement, amend, or supplement the provisions in the Instructions to Applicants (“ITA”). In the event of conflict or ambiguity, the provisions in the Data Sheet shall prevail over those in the ITA.										
1.1	<p><b><u>Services:</u></b></p> <p>The Services are described in the Personal Support and Homemaking Services Schedule of the CCAC Template Agreements, as posted on the OACCAC website.</p>										
1.5	The Prequalification Documents and Addenda, if any, will be circulated on the MERX website: <a href="http://www.MERX.com">www.MERX.com</a>										
2.4(1)	<p><b><u>Experience for Levels of Prequalification</u></b></p> <p>In the chart which follows all experience must have been gained in the 5 years immediately prior to the Application submission deadline.</p> <p>For the purposes of submitting all work in hours, Applicants must convert all visits to hours by multiplying the number of visits by 1.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Level of Prequalification</th> <th style="text-align: center;">Years of Experience Required</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><b>Prequalification Level 1</b></td> <td>3 years of providing personal support and homemaking services (the same as or similar to the Services) with a minimum volume of 10,000 hours per year.</td> </tr> <tr> <td style="text-align: center;"><b>Prequalification Level 2</b></td> <td>           (a) 3 years providing personal support and homemaking services (the same as or similar to the Services) with at least one contract with a minimum volume of 20,000 hours per year; or            (b) 3 years providing personal support and homemaking services (the same as or similar to the Services) in a single contract with a minimum volume of 10,000 hours per year combined with one or several other contracts totaling a minimum volume of 10,000 hours per year for an aggregate total of at least 20,000 hours per year.         </td> </tr> <tr> <td style="text-align: center;"><b>Prequalification Level 3</b></td> <td>           (a) 3 years providing personal support and homemaking services (the same as or similar to the Services) with at least one contract with a minimum volume of 50,000 hours per year; or            (b) 3 years providing personal support and homemaking services (the same as or similar to the Services) in a single contract with a minimum volume of 25,000 hours per year combined with one or several other contracts totaling a minimum volume of 25,000 hours per year for an aggregate total of at least 50,000 hours per year.         </td> </tr> <tr> <td style="text-align: center;"><b>Prequalification Level 4</b></td> <td>           (a) 3 years providing personal support and homemaking services (the same as or similar to the Services) with at least one contract with a minimum volume of 125,000 hours per year; or            (b) 3 years providing personal support and homemaking services (the same as or similar to the Services) in a single contract with a minimum volume of 62,500 hours per year combined with one or several other contracts totaling a minimum volume of 62,500 hours per year for an aggregate total of at least 125,000 hours per year.         </td> </tr> </tbody> </table>	Level of Prequalification	Years of Experience Required	<b>Prequalification Level 1</b>	3 years of providing personal support and homemaking services (the same as or similar to the Services) with a minimum volume of 10,000 hours per year.	<b>Prequalification Level 2</b>	(a) 3 years providing personal support and homemaking services (the same as or similar to the Services) with at least one contract with a minimum volume of 20,000 hours per year; or (b) 3 years providing personal support and homemaking services (the same as or similar to the Services) in a single contract with a minimum volume of 10,000 hours per year combined with one or several other contracts totaling a minimum volume of 10,000 hours per year for an aggregate total of at least 20,000 hours per year.	<b>Prequalification Level 3</b>	(a) 3 years providing personal support and homemaking services (the same as or similar to the Services) with at least one contract with a minimum volume of 50,000 hours per year; or (b) 3 years providing personal support and homemaking services (the same as or similar to the Services) in a single contract with a minimum volume of 25,000 hours per year combined with one or several other contracts totaling a minimum volume of 25,000 hours per year for an aggregate total of at least 50,000 hours per year.	<b>Prequalification Level 4</b>	(a) 3 years providing personal support and homemaking services (the same as or similar to the Services) with at least one contract with a minimum volume of 125,000 hours per year; or (b) 3 years providing personal support and homemaking services (the same as or similar to the Services) in a single contract with a minimum volume of 62,500 hours per year combined with one or several other contracts totaling a minimum volume of 62,500 hours per year for an aggregate total of at least 125,000 hours per year.
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2.4(3)

Experience Equivalents Chart:

For the purposes of submitting all work in hours, Applicants must convert all visits to hours by multiplying the number of visits by 1.

Level of Prequalification	Years of Experience Required
<p><b>Prequalification Level 1</b></p>	<ul style="list-style-type: none"> <li>(a) (i) 3 years of providing personal support and homemaking services (the same as or similar to the Services) in a hospital, clinic, hospice, long term care home or retirement home with a minimum volume of 20,000 hours per year, and (ii) a pass on the financial capacity test for personal support and homemaking at Prequalification Level 2;</li> <li>(b) (i) 3 years of providing home care nursing services with a minimum volume of 10,000 hours per year, and (ii) a pass on the financial capacity test for nursing at Prequalification Level 2;</li> <li>(c) (i) years of providing nursing services (the same as or similar to the Services) in a hospital, clinic, hospice, long term care home or retirement home with a minimum volume of 10,000 hours per year, and (ii) a pass on the financial capacity test for nursing at Prequalification Level 2;</li> <li>(d) (i) 3 years of providing home care therapy services with a minimum volume of 10,000 visits per year, and (ii) a pass on the financial capacity test for therapy at Prequalification Level 2; or</li> <li>(e) (i) 3 years of providing any combination of services which may include personal support and homemaking, nursing, and therapy services, in a home, hospital, clinic, hospice, long term care home or retirement home with a minimum volume of 20,000 hours per year, and (ii) a pass on the financial capacity test for personal support and homemaking at Prequalification Level 2.</li> <li>(f) Incorporated entities without 3 years of corporate experience as set out in (a) through (e) above may submit the experience of one or more principals of the Applicant, indicating the Principal's personal experience in the management of the personal support and homemaking services (the same as or similar to the Services) in a community setting with an organization that provided a minimum of 20,000 hours per year. Each individual whose experience is being counted must have a minimum of 3 years of management experience providing/managing personal support and homemaking services (the same as or similar to the Services) with another organization within the last 5 years. A principal of the company must demonstrate both their personal liability and financial capacity as well as experience in the broad management of Services in a community setting. Each principal of the company must disclose their personal legal history by completing Information Form (3). Incorporated entities without 3 years of corporate experience must pass the financial capacity test for personal support and homemaking at Prequalification Level 2.</li> </ul>
<p><b>Prequalification on Levels 2,3, and 4</b></p>	<p>No applicable experience equivalent.</p>

2.5(2) and (3)	<p><b><u>Financial Capacity:</u></b></p> <p>Financial capacity will be measured by assessing a number of factors including typical solvency tests such as the working capital ratio and the debt to equity ratio. Working capital capacity tests are also performed, which measure the amount of available working capital, borrowing capacity and equity against the potential value of the contract that the Applicant is trying to obtain. For the purpose of conducting these tests, the following contract values are used:</p> <table border="1" data-bbox="430 436 1377 844"> <thead> <tr> <th data-bbox="430 436 657 514"><b>Level of Prequalification</b></th> <th data-bbox="657 436 1377 514"><b>Financial Capacity</b></th> </tr> </thead> <tbody> <tr> <td data-bbox="430 514 657 598"><b>Prequalification Level 1</b></td> <td data-bbox="657 514 1377 598">Applicant must have a financial capacity to deliver a contract valued at approximately \$0 - \$1,000,000</td> </tr> <tr> <td data-bbox="430 598 657 682"><b>Prequalification Level 2</b></td> <td data-bbox="657 598 1377 682">Applicant must have a financial capacity to deliver a contract valued at approximately \$1,000,001 - \$4,000,000</td> </tr> <tr> <td data-bbox="430 682 657 766"><b>Prequalification Level 3</b></td> <td data-bbox="657 682 1377 766">Applicant must have a financial capacity to deliver a contract valued at approximately \$4,000,001 - \$10,000,000</td> </tr> <tr> <td data-bbox="430 766 657 844"><b>Prequalification Level 4</b></td> <td data-bbox="657 766 1377 844">Applicant must have a financial capacity to deliver a contract valued at approximately \$10,000,000 or greater</td> </tr> </tbody> </table>	<b>Level of Prequalification</b>	<b>Financial Capacity</b>	<b>Prequalification Level 1</b>	Applicant must have a financial capacity to deliver a contract valued at approximately \$0 - \$1,000,000	<b>Prequalification Level 2</b>	Applicant must have a financial capacity to deliver a contract valued at approximately \$1,000,001 - \$4,000,000	<b>Prequalification Level 3</b>	Applicant must have a financial capacity to deliver a contract valued at approximately \$4,000,001 - \$10,000,000	<b>Prequalification Level 4</b>	Applicant must have a financial capacity to deliver a contract valued at approximately \$10,000,000 or greater
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4.1	<p><b><u>Clarification questions of the Applicant</u></b></p> <p><u>E-mail address of the OACCAC:</u></p> <p>Maria McMillan maria.mcmillan@ccac-ont.ca</p> <p><u>Deadline for submissions of Applicants' questions:</u></p> <p>September 16, 2009</p> <p><u>Deadline for circulating OACCAC responses to questions</u></p> <p>September 21, 2009</p> <p><u>Method of Circulation of the OACCAC responses</u></p> <p>MERX</p> <p>Email: <a href="mailto:merx@merx.com">merx@merx.com</a></p> <p>1-800-964-MERX(6379) or 613-727-4900</p>										

5.1	<p><b><u>Submission of Applications</u></b></p> <p><u>Number of Copies:</u> Original plus four copies.</p> <p><u>Address:</u></p> <p>OACCAC</p> <p>800 Bay Street, 7th Floor,</p> <p>Toronto , ON</p> <p>M5S 3A9</p> <p><u>Deadline for submission:</u></p> <p>1:00:00 p.m. on Tuesday, September 29, 2009 for submission of Applications.</p>
5.3(4)	<p>If an Applicant wishes to prequalify for more than one area of service, it shall submit one Application consisting of:</p> <ul style="list-style-type: none"> <li>(i) one letter of Application in accordance with Schedule 1;</li> <li>(ii) one completed Information Form 1 – Corporate Information in accordance with Schedule 2;</li> <li>(iii) multiple Experience Forms in accordance with Information Form 2 – Experience set out in Schedule 2 in each of the areas of service for which the Applicant wishes to apply; and</li> <li>(iv) one completed Information Form 3 – Legal in accordance with Schedule 2.</li> </ul>
7.1	<p><b><u>OACCAC's Notification</u></b></p> <p>Time period from submission of Applications before notification: approximately 60 days</p>