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**LETTER OF INTEREST**  
**LETTRE D'INTÉRÊT**

Comments - Commentaires

Vendor/Firm Name and Address  
Raison sociale et adresse du  
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Issuing Office - Bureau de distribution  
Training and Specialized Services Division/Division de la  
formation et des services spécialisés  
11 Laurier St. / 11, rue Laurier  
10C1, Place du Portage  
Gatineau, Québec K1A 0S5

<b>Title - Sujet</b> NON HUMAN MODEL TRAINING	
<b>Solicitation No. - N° de l'invitation</b> W8486-136127/B	<b>Date</b> 2013-04-29
<b>Client Reference No. - N° de référence du client</b> W8486-136127	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$\$ZH-113-26007
<b>File No. - N° de dossier</b> 113zh.W8486-136127	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 04:00 PM</b> <b>on - le 2013-05-15</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT	
<b>F.O.B. - F.A.B.</b> Specified Herein - Précisé dans les présentes <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input checked="" type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Reynolds(zh), Diane	<b>Buyer Id - Id de l'acheteur</b> 113zh
<b>Telephone No. - N° de téléphone</b> (819) 956-1141 ( )	<b>FAX No. - N° de FAX</b> (819) 956-9235
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	

Instructions: See Herein

Instructions: Voir aux présentes

<b>Delivery Required - Livraison exigée</b> See Herein	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>    <b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>   <b>Signature</b>   <b>Date</b>	

**REQUEST FOR INFORMATION (RFI)  
FOR  
NON HUMAN MODEL TRAINING  
FOR  
THE DEPARTMENT OF NATIONAL DEFENCE (DND)**

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**IMPORTANT NOTICE TO SUPPLIERS**

Government of Canada is moving its Government Electronic Tendering Service from MERX to [Buyandsell.gc.ca/tenders](http://Buyandsell.gc.ca/tenders) on June 1, 2013.

Starting June 1, 2013, federal government tenders (tender notices and bid solicitation documents) will be published and available free of charge on a Government of Canada Web site on [Buyandsell.gc.ca/tenders](http://Buyandsell.gc.ca/tenders).

The Government Electronic Tendering Service on [Buyandsell.gc.ca/tenders](http://Buyandsell.gc.ca/tenders) will be the sole authoritative source for Government of Canada tenders that are subject to trade agreements or subject to departmental policies that require public advertising of tenders.

Get more details in the Frequently Asked Questions section of [Buyandsell.gc.ca/tenders](http://Buyandsell.gc.ca/tenders).

After June 1, 2013, all tenders and related documents and amendments will be on [Buyandsell.gc.ca/tenders](http://Buyandsell.gc.ca/tenders).

On June 1, 2013, suppliers must go to [Buyandsell.gc.ca/tenders](http://Buyandsell.gc.ca/tenders) to check for amendments to any tender opportunities that they have been following on MERX prior to June 1.

Bookmark [Buyandsell.gc.ca/tenders](http://Buyandsell.gc.ca/tenders) now to be ready for June 1!

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**SECTION A REQUEST FOR INFORMATION OBJECTIVES****A1.0 Background**

Canada is in the planning process to prepare a competitive Request for Standing Offer (RFSO) for the Department of National Defence (DND), DND requires the following Non Human Model Training courses and course topics on an "if and when requested" basis: Train the Trainer Course, Operator Course, Instructor Non Human Model Table Top, Instructor Non Human Model Scenarios, Non Human Model Table Top Training, Non Human Model Scenario Based Training, Mass Casualty Discussions, Ballistic Session.

**A2.0 Objective**

The purpose of the RFI is to provide industry with an early opportunity to assess and comment on requirements, procurement strategy, evaluation criteria, pricing schedule and basis of payment in order to maximize best value to Canada, while reducing potential problems when the RFSO is posted.

This feedback will assist Canada in finalizing the requirements of the RFSO. The RFI information herein will also provide potential Service Providers an update on the procurement in preparation for the eventual RFSO.

**A3.0 Requirement Definition**

The information provided by Canada in this RFI is preliminary and may change. The final procurement approach may differ depending on responses to the RFI and other factors as the procurement process develops. This RFI is not a bid solicitation nor will it be used to pre-qualify or otherwise restrict participation in any future RFSO. A Standing Offer (SO) will not result from this RFI. Responses will not be formally evaluated.

Potential offerors may use this RFI to make known their comments on the draft Statement of Work, proposed procurement approach and methodology, potential evaluation and selection criteria or any other aspect of the requirement.

Suppliers are to send their written comments in response to this RFI by e-mail to the SO Authority named herein no later than 4:00 p.m. Eastern Daylight Time (EDT) on May 15, 2013.

## **SECTION B ADMINISTRATIVE MATTERS**

### **B1.0 Submission of Responses**

#### **B1.1 Number of Copies**

Responses submitted by e-mail - one copy.

#### **B1.2 Location**

Responses must be sent to the SO Authority by e-mail. Contact information is contained in B2.1.

The Respondent's name, address, RFI solicitation number and closing date should be clearly visible on the response. Responses to this RFI will not be returned.

### **B2.0 Authorities**

#### **B2.1 Standing Offer Authority**

The SO Authority (or delegated representative) responsible for the management of the procurement and RFI process is:

Diane Reynolds  
Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Professional Services Procurement Directorate  
Place du Portage, Phase III, 10C1  
11 Laurier Street, Gatineau, Quebec, K1A 0S5  
Telephone: 819-956-1141  
Facsimile: 819-956-9235  
E-mail: Diane.Reynolds@tpsgc-pwgsc.gc.ca

### **B3.0 Industry Responses**

#### **B3.1 Response Format**

For ease of use and in order that the greatest value be gained from responses, Canada requests respondents to follow the structure outlined in Section D - Questions for Industry. There is no page limit on the information to be provided. Responses should be submitted in either Microsoft Word or Adobe PDF.

### **B3.2 Language of Response**

Responses may be in English or French, at the preference of the respondent.

### **B3.3 Response Parameters**

Responders are reminded that this is an RFI and not a RFSO and, in that regard, Responders should feel free to provide their comments, concerns, and, where applicable, alternative recommendations on how the requirement may be satisfied. Also, in responding to this RFI, Responders are asked to clearly explain any assumptions they may wish to make.

### **B3.4 Response Confidentiality**

Responders are requested to clearly identify those portions of their response that are proprietary to the Responder. The confidentiality of each Responders response will be maintained. However, due to the nature of the RFI activity Responders must be aware that aspects of their response may be used as a basis for modifying the draft documents as Canada prepares for the future procurement.

## **SECTION C PROCUREMENT STRATEGY**

### **C1.0 Procurement Strategy**

#### **C1.1 Standing Offer Period**

The proposed length of the SO is for a period of two years from date of issuance with option on the part of Canada to extend the period of the SO by up to two additional periods one-year each.

#### **C1.2 Number of Standing Offers**

It is anticipated that one National Individual Standing Offer (NISO) may be issued.

#### **C1.3 Selection Methodology**

An offer must comply with the requirements of the RFSO and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a SO.

### **C2.0 Statement of Work**

The Statement of Work is contained in Annex A.

### **C3.0 Evaluation Strategy**

#### **C3.1 Mandatory Technical Criteria**

The Mandatory Technical Criteria are contained in Annex B.

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**C4.0 Pricing Schedule**

The Pricing Schedule is contained in Annex C.

**C5.0 Basis of Payment**

The Basis of Payment is contained in Annex D.

**SECTION D QUESTIONS FOR INDUSTRY**

The respondent is requested to provide comments/feedback on the following set of questions preferably in the order in which they appear.

**D1.0 General**

**D1.1** A brief corporate profile of the respondent (or the actual or intended respondent consortium) including name and phone number of a contact person, an indication of level of interest in a potential Solicitation in whole or in part including the size of the business (micro business 1-4 employees, small business 5-50 employees, medium business 51–499 employees, large business 500+ employees).

**D2.0 Statement of Work**

**D2.1** Do you have any concerns with respect to the tasks and/or reports and/or deliverables? If so, please outline your concern(s) and any recommendations to resolve them.

**D3.0 Evaluation Criteria**

**D3.1** Are there any comments and/or concerns with any of the Mandatory Technical Criteria that make this requirement too restrictive and/or unrealistic? If so, what alternative solution would address your concern(s)?

**D3.2** Do you have any additional comments, concerns, and/or alternate solutions with respect to the Evaluation Criteria?

**D4.0 Pricing Schedule**

**D4.1** Are there any comments and/or concerns with respect to the proposed Pricing Schedule? If so, what alternative solution would address your concern(s)?

**D4.2** Are there any additional comments and/or concerns with respect to the proposed Pricing Schedule? If so, what alternative solution would address your concern(s)?

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**D5.0 Basis of Payment**

**D5.1** Are there any comments and/or concerns with respect to the proposed Basis of Payment? If so, what alternative solution would address your concern(s)?

**D5.2** Are there any additional comments and/or concerns with respect to the proposed Basis of Payment? If so, what alternative solution would address your concern(s)?

**D6.0 Procurement Strategy**

**D6.1** Are there any comments and/or concerns with respect to the proposed Procurement Strategy identified in Section C? If so, what alternative solution would address your concern(s)?

**D7.0 Additional Comments**

**D7.1** Are there any additional comments and/or concerns with respect to this proposed procurement that has not been addressed elsewhere? If so, what alternative solution would address your concern(s)?

## ANNEX A STATEMENT OF WORK

### 1.0 TITLE

The Department of National Defence (DND) has a requirement for Non Human Model Training.

### 2.0 OBJECTIVE

DND requires a Contractor to provide non human model training including facility, resources, equipment and non human models.

### 3.0 BACKGROUND

DND/Canadian Forces (CF) personnel are required to provide medical aid in a variety of environments. DND strives to provide CF personnel with the best possible training in order to contribute to their safety and security while operating in areas of elevated risk and also to ensure that CF personnel have the best chance of success on operations. DND does not possess the requisite resources required to deliver this training.

All of the DND/CF personnel who will participate in this training have previously completed the Tactical Combat Casualty Care (TCCC) training. TCCC training is a separate course that teaches a specific set of medical protocols/guidelines to customize the principles of trauma care for successful use on the battlefield. DND has developed their own specific TCCC protocols based on this training. The required non human model training is applying DND's TCCC protocols including knowledge and practice in realistic scenarios and with non human models.

### 4.0 APPLICABLE DOCUMENTS

4.1 The following applicable documents form part of this Statement of Work to the extent specified herein, and are supportive of the Statement of Work:

- a) DND's TCCC protocols (DND will provide a copy of their TCCC protocols to the Contractor within ten working days after issuance of Standing Offer (SO)); and
- b) DAOD 8014-1 Management of Animal Use in Research, Teaching and Testing (<http://www.admfincs-smafinsm.forces.gc.ca/dao-doa/8000/8014-1-eng.asp>).

### 5.0 ESTIMATED VOLUME

Course	Estimated number of courses for Initial Period – Date of SO Issuance for a period of 2 years		Estimated number of courses for Option Period 1	Estimated number of courses for Option Period 2
	Year 1	Year 2		
Train the Trainer Course	5-10	5-10	5-10	5-10
Operator Course	5-10	5-10	5-10	5-10

The estimated volumes above are estimations made in good faith and are not to be considered in any way as a commitment from Canada.



## 6.0 REQUIREMENTS

### 6.1 Courses

The Contractor must provide the following courses on an "if and when requested" basis:

#### 6.1.1 Train the Trainer:

DND Instructors will be DND Medics who have previously participated in the Operator Course. The intent of the Train the Trainer course is to familiarize the DND Instructors with the Contractor's approved protocols so that they are able to conduct and run the student training in accordance with DND's TCCC protocols and the Contractor's approved protocols. The number of DND Instructors, location, number of live/dead non human models and time of day (day or night) will be identified in the call-up.

The course must include the following:

- (a) Must be for up to nine DND Instructor(s);
- (b) Must be conducted over two days;
- (c) Must be scheduled in conjunction with student training;
- (d) Must be conducted at a pre-determined location in Canada at a DND/CF site arranged by DND or at the Contractor's facility;
- (e) DND will provide all required personal kit including personal protection equipment (PPE);
- (f) Must be supported by up to two of the Contractor's Instructors;
- (g) Must be supported by the required number of qualified veterinarian resources, either a Veterinarian Technician and/or a Veterinarian, in accordance with the Contractor's protocols which have been authorized under the Canadian Council on Animal Care (CCAC) or the Association for Assessment and Accreditation of Laboratory Animal Care (AAALAC);
- (h) The Contractor's training medical resources administering the non human models must fully supervise and control the course with the full authority to curtail and/or terminate the session as warranted and stipulated by the CCAC or the AAALAC; and
- (i) The course must include the following course topics:
  - i. One-Day Seven Hours Instructor Non Human Model Table Top (see section 6.2.1); and
  - ii. One-Day Seven Hours Instructor Non Human Model Scenarios (see section 6.2.2).

#### 6.1.2 Operator Course:

DND Instructors will prepare the training agenda/schedule and will conduct and run the training. All DND Instructors will have previously participated in the Train the Trainer course. The number of DND students, location, number of live/dead non human models, the student to instructor ratio, the type of weapon and calibre to be used for the ballistics session, and time of day (day or night) will be identified in the call-up.

The course must include the following:

- (a) Must be for a minimum of three up to a maximum of 24 DND students;
- (b) Must be conducted over two days;
- (c) Must be conducted at a pre-determined location in Canada at a DND/CF site arranged by DND or at the Contractor's facility;
- (d) DND will provide all required personal kit including PPE;
- (e) Will be supported by a minimum of one up to a maximum of six DND Instructor(s);
- (f) Must be supported by the Contractor's Instructor(s) based on the following:

- i. 3:1 student to instructor ratio;
- ii. 4:1 student to instructor ratio;
- iii. 6:1 student to instructor ratio;

The Contractor's Instructors will provide support to the DND Instructors; they will not be responsible for running the training.

- (g) Must be supported by the required number of qualified veterinarian resources, either a Veterinarian Technician and/or a Veterinarian, in accordance with the Contractor's protocols which have been authorized under the CCAC or the AAALAC;
- (h) The Contractor's training medical resources administering the non human models must fully supervise and control the course with the full authority to curtail and/or terminate the session as warranted and stipulated by the CCAC or the AAALAC;
- (i) The number of activities performed by each student must be adjusted according to need; and
- (j) The course must include the following course topics:
  - i. Half-Day Three Hours Non Human Model Table Top Training (see section 6.2.3);
  - ii. Half-Day Three Hours Non Human Model Scenario Based Training (see section 6.2.4);
  - iii. Non Human Model Scenario Based Training (see section 6.2.5);
  - iv. Two Hours Mass Casualty Discussions (see section 6.2.6); and
  - v. One Hour Ballistics Session (see section 6.2.7).

## 6.2 Course Topics

### 6.2.1 One-Day Seven Hours Instructor Non Human Model Table Top:

- (a) Must be scheduled in conjunction with and prior to student training;
- (b) Must include the instruction on the layout and conduct of non human model table tops. The intent is to ensure that the DND Instructor(s) fully understand the Contractor's protocols; and to review and modify, within the scope of the Contractor's approved protocols, the training agenda/schedule for the students;
- (c) Must include the use of up to three live non human models; and
- (d) Must be conducted anytime during the day or night in a 24 hour period.

### 6.2.2 One-Day Seven Hours Instructor Non Human Model Scenarios:

- (a) Must be scheduled in conjunction with and prior to student training;
- (b) Must include the instruction on the layout and conduct of non human model scenarios. The intent is to ensure that the DND Instructor(s) fully understand the Contractor's protocols; and to review and modify, within the scope of the Contractor's approved protocols, the training agenda/schedule for the students;
- (c) Must include the use of up to three live non human models; and
- (d) Must be conducted anytime during the day or at night in a 24 hour period.

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**6.2.3 Half-Day Three Hours Non Human Model Table Top Training:**

- (a) Must include a briefing by DND and the Contractor. The briefing must consist of a Training Objective brief, a safety brief, Zoomatic disease brief and overall conduct and ethical considerations with regard to the non human model training;
- (b) Must include the use of one live non human model per six students;
- (c) Will be run by DND Instructor(s) and must be supported by the Contractor's Instructor(s); the Contractor's Instructors will provide support to the DND Instructors; they will not be responsible for running the training;
- (d) Must include practical training on airway skills, including but not limited to needle decompression, nasopharyngeal airway insertion, perform a cricothyroidotomy, and chest tube insertion;
- (e) Must include the use of different haemostatic agents, dressings, intravenous (IV) and tourniquets;
- (f) Must include training on the five elements of major bleed, airway, respiratory, circulation and hypothermia (MARCH);
- (g) Must include training on treatment modalities, in accordance with DND's TCCC protocols and the Contractor's approved protocols; and discussed with the DND Instructor(s):
  - i. Care under Fire;
  - ii. Tactical Field Care; and
  - iii. Tactical Evacuation Care.
- (h) Must be conducted anytime during the day or at night in a 24 hour period.

**6.2.4 Half-Day Three Hours Non Human Model Scenario Based Training:**

- (a) Must be conducted between DND Instructor(s) and the Contractor;
- (b) Must be the co-ordination, overview and review of the training agenda/schedule for how the scenario based training in topic 6.2.5 must be conducted; and
- (c) Must be conducted anytime during the day or at night in a 24 hour period.

**6.2.5 Non Human Model Scenario Based Training:**

- (a) Must include the use of one live non human model per six students;
- (b) Will be run by DND Instructor(s) and must be supported by the Contractor's Instructor(s) as discussed and co-ordinated in section 6.2.4; the Contractor's Instructors will provide support to the DND Instructors; they will not be responsible for running the training;
- (c) The Contractor must support scenarios and must discuss with DND Instructor(s) in advance to ensure that the scenarios meet student needs;
- (d) The scenarios must include Normal Light, Low Light, Moving Vehicle and Enclosed Space, including but not limited to chest tube insertion, performing needle decompression, controlled major bleeding and the five elements of MARCH; and
- (e) Must be conducted anytime during the day or at night in a 24 hour period.

**6.2.6 Two Hour Mass Casualty Discussions:**

- (a) Must be conducted by DND Instructor(s) and the Contractor's Instructor(s);
- (b) DND will be the lead and responsible for the execution of the discussion but the Contractor must provide consultation and assistance as required;
- (c) Discussions must be based on the practical training and real life scenarios including some or all of the conditions taught in the previous training; and
- (d) Must be conducted anytime during the day or at night in a 24 hour period.

**6.2.7 One Hour Ballistics Session:**

- (a) Must include the use of one non human model per ten students;
- (b) Non human model must be live or dead;
- (c) Must be run by the Contractor's Instructor(s);
- (d) Must be run in accordance with the Contractor's protocols which have been authorized under the CCAC or the AAALAC;
- (e) Must demonstrate the effects on tissue in both minor trauma and major trauma; and
- (f) Must be conducted anytime during the day or at night in a 24 hour period.

**6.2.8 DND may issue a call-up for any of the course topics identified in section 6.2 on an "if and when requested" basis, in order to meet unique student demands and needs. If DND issues a call-up for any of the course topics, the following conditions will apply:**

- (a) Course topic(s) will be identified in the call-up;
- (b) At a minimum, one day of training made up of individual course topics will be requested on each call-up;
- (c) The number of students participating in each course topic will be identified in each call-up with a minimum of three up to a maximum of 24 students;
- (d) Must be conducted at a pre-determined location in Canada at a DND/CF site arranged by DND or at the Contractor's facility;
- (e) Will be supported by DND Instructor(s);
- (f) Must be supported by the Contractor's Instructor(s) based on the following:
  - i. 3:1 student to instructor ratio;
  - ii. 4:1 student to instructor ratio;
  - iii. 6:1 student to instructor ratio;

The student to instructor ratio will be identified in the call-up. The Contractor's Instructors will provide support to the DND Instructors; they will not be responsible for running the training.
- (g) Must be supported by the required number of qualified veterinarian resources, either a Veterinarian Technician and/or a Veterinarian;
- (h) The Contractor's training medical resources administering the non human models must fully supervise and control the course with the full authority to curtail and/or terminate the session as warranted and stipulated by the CCAC or AAALAC;
- (i) The number of activities performed by each student during each course topic must be adjusted according to need; and
- (j) Must be conducted anytime during the day or at night in a 24 hour period.

**7.0 FACILITIES, RESOURCES AND EQUIPMENT****7.1 The Contractor must provide a facility with the following:**

- 7.1.1 Compliant with all the regulations addressed in the CCAC or the AAALAC;
- 7.1.2 Currently in good standing (no outstanding infractions) with the CCAC or the AAALAC. The Contractor must provide an updated letter from the CCAC and/or the AAALAC attesting that their facility is in good standing within five working days after issuance of SO and must provide an updated letter from CCAC and/or the AAALAC for the second year of the SO and each subsequent year;
- 7.1.3 Registered with the CCAC or the AAALAC;
- 7.1.4 A Good Animal Practice (GAP) certification from the CCAC or accreditation from AAALAC;

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- 7.1.5 Protocols in accordance with the regulations addressed in the CCAC or the AAALAC. The Contractor must provide a soft copy of their approved protocols to the Technical Authority within five working days after issuance of SO and must review its protocols regularly to ensure that it addresses all current regulations addressed in the CCAC or the AAALAC. Any changes must be communicated to the Technical Authority; and;
  - 7.1.6 Approved and certified animal disposal procedures, in accordance with the CCAC or the AAALAC.
- 7.2 The Contractor must provide resources with the following qualifications:
- 7.2.1 All resources must hold current certification that is recognized by the CCAC or the AAALAC; and
  - 7.2.2 All instructor(s) must be a tactical, clinical care instructor who is currently employed as a paramedic in a military or paramilitary role (or retired within the last two years at time of call-up issuance) and must have a minimum of one year experience as a paramedic in a military or paramilitary role.
- 7.3 The Contractor must provide a indoor Laboratory with the following:
- 7.3.1 A minimum of 30 square feet;
  - 7.3.2 Capacity to accommodate up to 24 students;
  - 7.3.3 Located beside the indoor classroom for ready access;
  - 7.3.4 Dedicated for only DND use for the duration of each course and/or course topic(s), away from public/foreign and/or other training groups; and
  - 7.3.5 In accordance with the Contractor's approved protocols as recognized by the CCAC or the AAALAC.
- 7.4 The Contractor must provide the following Non Human Model capabilities:
- 7.4.1 The non human model must be swine that weighs a minimum of 20 kg up to a maximum of 60 kg;
  - 7.4.2 Ready availability of the required number of non human models as identified in the call-up;
  - 7.4.3 Administered as stipulated in the CCAC or the AAALAC; and
  - 7.4.4 Certified safe for human contact with no risk of transferring or transmitting any disease or condition to any person.
- 7.5 The Contractor must provide a Facility with the following:
- 7.5.1 Located in Canada or the United States of America (USA);
  - 7.5.2 To conduct training anytime during the day or at night in a 24 hour period, when required, to complete the course objectives and/or course topic(s);
  - 7.5.3 Equipment that is utilized for each course and/or course topic holds current certifications and licenses; and
  - 7.5.4 Multiple instrumentation to track the activity and measure the vital signs of the non human model to indicate progress and success of the medical procedure being performed.

**7.6 The Contractor must provide an indoor Classroom with the following:**

- 7.6.1 Dedicated for only DND use for the duration of each course and/or course topic(s), away from public/foreign and/or other training groups;
- 7.6.2 Capacity for up to 24 students including tables and chairs; and
- 7.6.3 Located beside the indoor laboratory for ready access.

**7.7 The Contractor must provide a Training Area with the following:**

- 7.7.1 One indoor and one outdoor training area;
- 7.7.2 Capacity to accommodate up to 24 students; and
- 7.7.3 Dedicated for only DND use for the duration of each course and/or course topic(s), away from public/foreign and/or other training groups.

**7.8 The Contractor must provide the following Equipment:**

- 7.8.1 Two individual first aid kits per student, which includes, as a minimum:
  - i. Three bandages including different compress gauzes, two Kerlix type packing gauzes, two Occlusive dressing such as halo seal;
  - ii. Tourniquets;
  - iii. Malleable Splints;
  - iv. Hemostatic agent, as directed by DND;
  - v. Needles for chest decompression;
  - vi. Nasopharyngeal airways;
- 7.8.2 One Cricothyroidotomy Kit for every three students;
- 7.8.3 One Chest tube kit and appropriate supporting equipment for every three students;
- 7.8.4 Two IV kits for every three students; and
- 7.8.5 Prior to the start of each course/topic, DND will verify the above equipment.

## **8.0 CONSTRAINTS**

The following constraints will apply to the Work:

- 8.1 DND will determine the DND personnel to be trained as a DND Instructor;
- 8.2 DND Instructor(s) will complete any of the courses and/or course topic(s) annually, as required, in order to maintain their DND Instructor status;
- 8.3 If DND exercises their right to arrange the training at a DND/CF site, the Contractor must provide the resources, equipment, non human models and supplies required to conduct and support the training; and
- 8.4 If DND exercises their right to arrange the training at a DND/CF site, the Contractor must ship the required equipment, non human models and supplies to and from the location identified in the call-up.

## 9.0 DND SUPPORT

- 9.1. DND reserves the right to arrange the training at DND/CF sites across Canada. The estimated majority of training at a DND/CF site will be at Canadian Forces Base (CFB) Petawawa, Ontario and it is anticipated that only 20% of the training will be conducted at a DND/CF site;
- 9.2. If DND exercises their right to arrange the training at a DND/CF site, they will provide the location details in the call-up; and will provide the classroom and logistical support;
- 9.3. For each course and/or course topic, DND will provide all required personal kit including PPE; and
- 9.4. For the Ballistics Session at a DND/CF site or at the Contractor's facility, DND will provide the weapons and in the call-up, will identify the calibre to be used for the session.
  - 9.4.1. DND will be responsible for the possession, transportation and storage of all weapons.

## 10.0 DELIVERABLES

- 10.1 The Contractor must provide the following deliverables within seven calendar days of the completion of each course:
  - a) Certification card or certificate, in the Contractor's form, to all students who have successfully completed the Operator Course. Student certification cards/certificates must be valid for a minimum of two years; and
  - b) Certification card or certificate, in the Contractor's form, to all DND Instructors who have successfully completed the Train the Trainer course.

## 11.0 LANGUAGE REQUIREMENTS

The Contractor must provide all services and deliverables in English.

## 12.0 TRAVEL

- 12.1 Local, national and international travel may be required to various locations within the National Capital Region, Canada and the USA;
- 12.2 DND will give 14 calendar days notice of any inbound Canada travel requirements, dates will be mutually agreed upon between the Contractor and the Technical Authority;
- 12.3 The Contractor must submit to the SO Identified User identified in the call-up:
  - a) A request for approval for travel;
  - b) A travel plan; and/or
  - c) A request for approval for direct expenses; and
  - d) The total estimated cost for the direct expenses.
- 12.4 The Contractor must make its own travel arrangements; and
- 12.5 The Contractor must upon completion of travel submit a trip report to the Technical Authority indicating results of the activities performed.

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### 13.0 CONTRACTOR MANAGEMENT OF THE CONTRACT

- 13.1 The Contractor must actively participate in the overall management of all related activities related to this Statement of Work and will be directly responsible for the effective supervision and coordination of the efforts of its resources so as to minimize the management effort required by DND to manage the requirement; and
- 13.2 The Contractor must ensure that all the work produced under the SO is complete, accurate and adheres to all relevant safety and environmental regulations, rules and good practices.

### 14.0 MEETINGS

#### 14.1 Kick-off Meeting

- 14.1.1 A Kick-off meeting chaired by the SO Authority will be held with the Contractor within 30 calendar days after issuance of the SO. The kick-off meeting will be held at the Contractor's facility, the exact time and location of the kick-off meeting will be provided after issuance of the SO. The purpose of the kick-off meeting will be to review and secure a common understanding of the requirements, which includes, but are not limited to:
- a) Review the SO and contractual requirements;
  - b) Review and clarify, if required, the respective roles and responsibilities of the SO Authority, the Technical Authority, the SO Identified User Authority and of the Contractor to ensure common understanding; and
  - c) Discuss the course and/or course topic requirements.
- 14.1.2 The Contractor must prepare and submit the minutes of the meeting by e-mail within 15 calendar days to the SO Authority for concurrence/approval. The minutes of the meeting will provide the names of all attendees, a record of discussions and decisions made. Any required changes will be discussed between the SO Authority and the Contractor.
- 14.1.3 The SO Authority will distribute the approved minutes to all parties.

#### 14.2 Other Meetings

- 14.2.1 The Technical Authority may call a meeting at any time to resolve urgent matters, and/or resolve any issues or concerns. The time and location will be agreed upon between the Contractor and the Technical Authority;
- 14.2.2 In the event that meetings are required, the Contractor and/or the Contractor's resources must make all necessary preparations in order to actively participate in any meeting convened by the Technical Authority; and
- 14.2.3 The Contractor must maintain a history of all meetings as well as of all incremental changes to action items and submit it to the Technical Authority by e-mail when requested.



## ANNEX B EVALUATION CRITERIA

### 1.1 Mandatory Technical Criteria

- (a) The Technical Offer must meet the mandatory technical criteria specified in table below. The Offeror must provide the necessary documentation to support compliance.
- (b) Any Offer which fails to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

Number	Mandatory Technical Criterion (MT)
MT1	<p>The Offeror must have experience providing non human model training support as identified in Article 6.0 of Annex A, Statement of Work, a minimum average of ten training weeks over the past two years as of the date of the offer submission, to the militaries of Canada OR the United States of America (USA) OR the United Kingdom OR Australia OR New Zealand.</p> <p>To demonstrate experience, the Offeror must provide:</p> <ol style="list-style-type: none"> <li>The name of the military organization;</li> <li>The period (day/month/year to day/month/year) the training support was provided; and</li> <li>A description of the non human model training support provided.</li> </ol>
MT2	<p>The Offeror must provide a facility that is located in Canada or the USA capable of conducting training anytime during the day or at night in a 24 hour period.</p> <p>To demonstrate experience, the Offeror must provide the address of their facility and details that they are capable of conducting training anytime during the day or at night in a 24 hour period.</p>
MT3	<p>The Offeror must be able to provide non human model training at their facility.</p> <p>To demonstrate experience, the Offeror must provide a copy of their letter from Canadian Council on Animal Care (CCAC) or the Association for Assessment and Accreditation of Laboratory Animal Care (AAALAC) attesting that they are able to provide non human model training at their facility.</p>
MT4	<p>The Offeror's facility must be registered with the CCAC or the AAALAC.</p> <p>To demonstrate experience, the Offeror must provide a copy of their CCAC or AAALAC registration.</p>
MT5	<p>The Offeror's facility must be in good standing with the CCAC or the AAALAC.</p> <p>To demonstrate experience, the Offeror must provide a copy of their letter from CCAC or the AAALAC attesting that their facility is in good standing, detailing any infractions and corrections that were taken to remain in good standing.</p>
MT6	<p>The Offeror's facility must have a Good Animal Practice (GAP) certification from the CCAC or accreditation from the AAALAC.</p> <p>To demonstrate experience, the Offeror must provide a copy of their GAP certification or AAALAC accreditation.</p>

Number	Mandatory Technical Criterion (MT)
MT7	<p>The Offeror's facility must have an indoor laboratory that is a minimum of 30 square feet to accommodate up to 24 students and located beside the indoor classroom.</p> <p>To demonstrate experience, the Offeror must provide a drawing depicting the layout, location and size of their indoor laboratory.</p>
MT8	<p>The Offeror's facility must have an indoor classroom to accommodate up to 24 students including tables and chairs and located beside the indoor laboratory.</p> <p>To demonstrate experience, the Offeror must provide a drawing depicting the layout, location and size of their indoor classroom.</p>
MT9	<p>The Offeror's facility must have one indoor training area to accommodate up to 24 students.</p> <p>To demonstrate experience, the Offeror must provide a drawing depicting the layout, location and size of their indoor training area.</p>
MT10	<p>The Offeror's facility must have one outdoor training area to accommodate up to 24 students.</p> <p>To demonstrate experience, the Offeror must include a drawing depicting the layout, location and size of their outdoor training area.</p>
MT11	<p>The Offeror must have at least a minimum of eight instructors; each instructor must be a tactical, clinical care instructor who is currently employed as a paramedic in a military or paramilitary role (or retired within the last two years as of the date of the offer submission) and must have a minimum of one year experience as a paramedic in a military or paramilitary role.</p> <p>To demonstrate the instructor's experience, the Offeror must submit a resume for each instructor providing the following:</p> <ol style="list-style-type: none"> <li>Details of their education and qualification;</li> <li>Details of their experience: duties, responsibilities or tasks;</li> <li>The name of the employing organization or organization; and</li> <li>The dates (day/month/year to day/month/year).</li> </ol>

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Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

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Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

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### **ANNEX C PRICING SCHEDULE**

- (a) The Offeror should complete this pricing schedule and include it in its financial offer.
- (b) The prices and rates specified in the pricing schedule, when quoted by the Offeror, excludes travel and living expenses.

See attached Excel spreadsheet.

## ANNEX D BASIS OF PAYMENT

1. 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 is extra, if applicable.
  - (a) For training to be conducted at the Contractor's facility, the Contractor will be paid in accordance with tables 1.1, 1.2 and 1.3.
  - (b) For training to be conducted at a DND/CF site, the Contractor must provide the resources, equipment, non human models and supplies required to conduct and support the training; the Contractor will be paid in accordance with tables 1.2 and 1.3.
  - (c) Table 1.3, the firm all inclusive price per non human model includes the costs of the Veterinarian Technician and/or a Veterinarian and the Contractor's training medical resource required to conduct and support the training.

- 1.1 The Contractor will be paid firm all inclusive daily facility rate as follows:

Firm All Inclusive Daily Facility Rate			
Initial Period - Date of SO Issuance for a period of 2 years		Option Period 1	Option Period 2
Year 1	Year 2		
\$	\$	\$	\$

- 1.2 The Contractor will be paid firm all inclusive per diem rate as follows:

Resource Category	Firm All Inclusive Per Diem Rate			
	Initial Period - Date of SO Issuance for a period of 2 years		Option Period 1	Option Period 2
	Year 1	Year 2		
Instructor	\$	\$	\$	\$

A day is defined as 7.5 hours of work, exclusive of meal breaks. Payment will be made for days actually worked, with no provision for annual leave, statutory holidays and sick leave. If time worked is more or less than a day, the firm all inclusive per diem rate must be prorated to reflect the actual time worked.

- 1.3 The Contractor will be paid firm all inclusive price per kit/model as follows:

Equipment	Firm All Inclusive Price Per Kit/Model			
	Initial Period - Date of SO Issuance for a period of 2 years		Option Period 1	Option Period 2
	Year 1	Year 2		
Individual First Aid Kit	\$	\$	\$	\$
Cricothyroidotomy Kit	\$	\$	\$	\$
Chest Tube Kit	\$	\$	\$	\$
Intravenous (IV) Kit	\$	\$	\$	\$
Non Human Model	\$	\$	\$	\$

## 2. Travel and Living Expenses

- (a) For the requirements relative to travel described in section 12.0 Travel of the Statement of Work in Annex A, Canada will not accept any travel and living expenses for:
- (i) Work performed within the National Capital Region (NCR). The NCR is defined in the *National Capital Act*, R.S.C. 1985, c. N-4, S.2. The *National Capital Act* is available on the Justice Web site: <http://laws.justice.gc.ca/en/N-4/> ;
  - (ii) Any travel between the Contractor's place of business and the NCR required to satisfy the terms of the Contract;
  - (iii) Work performed within 100 km of the Contractor's place of business and the work location identified in the call-up; and
  - (iv) Any travel within 100 km of the Contractor's place of business and the work location identified in the call-up.

These expenses are included in the prices and rates in section 1 above.

- (b) For Work to be performed outside the NCR and outside the 100 km radius of the work location identified in the call-up:
- (i) The Contractor will be reimbursed its authorized travel and living expenses 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>) and with the other provisions of the directive referring to "travellers", rather than those referring to "employees"; and
  - (ii) The Contractor will be paid its authorized travel time, reasonably and properly incurred in the performance of the Work for travel at 50% of the firm all inclusive per diem rate, without any allowance for overhead or profit. Time for travel that is more or less than a day must be prorated to reflect actual time for travel in accordance with the following formula:  

$$(\text{Hours of travel} \times 50\% \text{ of the firm all inclusive per diem rate}) \div 7.5 \text{ hours.}$$
- (c) Canada will not accept any travel and living expenses incurred by the Contractor as a consequence of any relocation of personnel required to satisfy the terms of this Contract.
- (d) All travel must have the prior authorization of the SO Identified User Authority identified in the call-up. All payments are subject to government audit.

## 3. Direct Expenses

The Contractor will be reimbursed for the direct expenses reasonably and properly incurred in the performance of the Work, these expenses must have the prior authorization of the SO Identified User Authority identified in the call-up. These expenses will be paid at actual cost without mark-up, upon submission of an itemized statement and must be supported by receipt vouchers.

### Allowable Categories

Work permit expenses - work permit required to perform the Work at a DND/CF site when the DND arranges the training at a DND/CF site.

Shipping expenses - shipping the required equipment, non human models and supplies to and from the location identified in the call-up when the DND arranges the training at a DND/CF site.