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SOLICITATION AMENDMENT
MODIFICATION DE L'INVITATION

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

Comments - Commentaires

Vendor/Firm Name and Address
Raison sociale et adresse du
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Issuing Office - Bureau de distribution
Public Works and Government Services Canada
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10025 Jasper Ave./10025 ave. Jasper
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Title - Sujet Instruction en Premiers Secours	
Solicitation No. - N° de l'invitation W4295-13C113/A	Amendment No. - N° modif. 001
Client Reference No. - N° de référence du client DND	Date 2013-05-17
GETS Reference No. - N° de référence de SEAG PW-\$EDM-607-9806	
File No. - N° de dossier EDM-3-36019 (607)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-05-28	Time Zone Fuseau horaire Mountain Daylight Saving Time MDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Jenkinson, Lorraine	Buyer Id - Id de l'acheteur edm607
Telephone No. - N° de téléphone (780) 497-3593 ()	FAX No. - N° de FAX (780) 497-3510
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Instructions: See Herein

Instructions: Voir aux présentes

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Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

TITRE: INSTRUCTION EN PREMIERS SECOURS

Cet amendement doit prévoir des clarifications quant à la Demande de Proposition.

QUESTIONS/REPOND

Q1-1. Page 15: Portée 1.0 :

Le ministère de la Défense nationale (MDN) requiert les services d'instruction de l'Ambulance Saint-Jean en matière de premiers soins d'urgence et de premiers soins standards pour quelque 270 cadets par année. La formation sera donnée au Camp de survie des cadets à Cold Lake (Alberta), de façon saisonnière, sur une période de trois mois. Le calendrier provisoire figure ci-après. Toute la formation doit être donnée par des instructeurs certifiés de l'Ambulance Saint-Jean.

Comme indiqué dans l'appel d'offres, vous avez seulement cité le fournisseur de formation programme de secourisme d'Ambulance Saint-Jean. Envisageriez-vous d'autres prestataires de formation qui ont été approuvés par RHDCC? Autres prestataires de formation qui ont été approuvés par RHDCC ont les mêmes normes que l'Ambulance Saint-Jean ainsi tous passer par le même processus d'approbation.

A1-1. Non, autres prestataires de formation approuvés par RHDCC ne seront pas considérées. La norme du MDN est St. John Ambulance conformément à la directive politique Instruction 11/06 du CMP, copie ci-jointe.

Si votre offre a déjà été soumise, vous pouvez vouloir le réviser. Les révisions à votre offre doivent être soumises dans une enveloppe cachetée ou par le télécopieur avec les contenus clairement identifiés sur l'extérieur de l'enveloppe ou la télécopie. N'importe quelles révisions à votre offre doivent être reçues par l'Offre Recevant l'Unité sur ou avant le temps et la date exposé sur la page 1 de ce document. Toute révision de votre soumission reçue après la date de clôture et de temps sera considérée tardif et sera retournée non ouvert.



First Aid and Cardiopulmonary Resuscitation Training

Date of Issue 21 July 2006

Supersession CFAO 9-5, First Aid and Cardiopulmonary Resuscitation Training

Application This Instruction applies to members of the Canadian Forces.

Approval authority This Instruction is issued under the authority of the Chief Military Personnel (CMP).

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1. Abbreviations

Abbreviation Table

The table below explains the definitions used in this Instruction.

Abbreviation	Title or Term in Full
ADM (HR-Civ)	Assistant Deputy Minister (Human Resources Civilian)
AMFR	Advanced Medical First Responder
CF	Canadian Forces
CF H Svcs Gp HQ	Canadian Forces Health Services Group Headquarters
CMP	Chief Military Personnel
CO	Commanding Officer
Comd	Command
CPR	Cardiopulmonary Resuscitation Training
CRFA	Combat Related First Aid
DGHS	Director General Health Services
DND	Department of National Defence
DND SCFA	DND Special Centre for First Aid
FA	First Aid
FAI	First Aid Instructor
FAIT	First Aid Instructor Trainer
ICP	Instructor Certification Program
ICP-IT	Instructor Certification Program – Instructor-Trainer
ITCP	Instructor-Trainer Certification Program
MBFA	Military Basic First Aid
MFASOE	Military First Aid Safety Oriented Emergency
MSFA	Military Standard First Aid
NMSO	National Master Standing Offer
SCFA	Special Centre for First Aid
TCCC	Tactical Combat Casualty Care
UER	Unit Employment Record

2. Definitions

2.1 For the Purpose of this Instruction

Definitions are for the purpose of this Instruction.

2.2 First Aid

Emergency medical care provided to injured or suddenly ill individuals at the scene, using readily available materials.

2.3 First Responder

The person who is first on an accident scene, who evaluates the scene, calls for the appropriate equipment, and provides limited medical care. First responders may include, but are not limited to, police and fire-fighting personnel.

2.4 Cardio-pulmonary Resuscitation

The combination of two basic life support skills - artificial respiration providing oxygen to the lungs, and artificial circulation causing blood to flow through the body.

2.5 DND Special Centre For First Aid

Created in 1922 under the auspice of the St. John Ambulance of Canada, the DND SCFA is directed by the Surgeon General and managed by the D H Svcs HR. The Center is located within the CF H Svcs Gp HQ and is the organization responsible for implementation of the CF FA/CPR Program.

3. Policy Direction

3.1 Policy Statement

With the exception of 00196 Medical Officers, 00195 Nursing Officers, 00334 Medical Technicians, and 00334-2 Physician Assistants, all CF members will receive MSFA training to the standard detailed in Military First Aid Safety Oriented Emergency & Standard Levels Instructor's Guide Manual (A-MD-050-072/PF-001). Members deploying to Risk Level of two (2) or higher operations will receive CRFA. In addition, selected members will receive TCCC training to the standard detailed in Tactical Combat Casualty Care (AJCI) A-P3-002-TCCC/PC-B01 once tasked for an operational deployment.

ADM (HR-Civ) supports the CF offering DND civilian employees FA/CPR training to the standard detailed in First Aid Safety Oriented Emergency & Standard Levels Instructor's Guide Manual and St. John Ambulance Advanced Level First Aid Training Standards as applicable to the position they hold. This training may be provided using the CF resources described in this policy at no cost to the ADM (HR-Civ) or the employee.

3.2 Context

The CF FA/CPR Training Program provides individuals with the knowledge and skills necessary to apply basic life saving techniques to the ill and injured until qualified health care personnel arrive.

4. CF FA/CPR Training Program

The CF FA/CPR is based on standards established by the National Headquarters of the St. John Ambulance of Canada. Qualified FAs located at Bases and Wings across the country provide training to personnel at their location. Training is repeated every three years (maximum) to maintain its currency. When necessary, the Program will be supplemented with advice provided by medical personnel and national level support, as detailed in this instruction.

The CF FA/CPR Training Program provides training at a number of different qualification levels each designed to meet the needs of a different CF personnel group(s). The Program also includes Instructor and Instructor-trainer courses. Annex A describes the different courses in detail and indicates which group(s) each level applies to.

The CF FA/CPR Program is cost neutral for instruction, as instructors are qualified volunteers. Course materials, however, are procured through the National Master Standing Offer St John Ambulance Supplies and funded by the Director General Material Systems and Supply.

5. Responsibility

5.1 Responsibility Table

The table below describes the responsibilities for implementation of this Instruction.

The ...	Is/are responsible for ...
Surgeon General	<ul style="list-style-type: none">• Ensuring appropriate policies and processes are in place governing the CF FA and CPR Training Program.• Maintaining the DND Special Centre for FA and performing the duties as Chairperson.
DND Special Centre for FA	<ul style="list-style-type: none">• Liaising with:<ul style="list-style-type: none">○ the St. John Ambulance National HQ on FA/CPR protocols, policy, and standards of training;○ the Surgeon General, through the DND SCFA Administration Officer, on amendments to the content or standards of all FA/CPR courses,○ Units on interpretation of this Instruction and conduct of training; and○ FAs/FAITs to promulgate amendments to FA/CPR protocols and courses.• Certifying and qualifying FAs and FAITs.• Monitoring the quality of FA/CPR training including maintaining records of qualified personnel.

Annex A to CMP Instruction 11/06
First Aid and Cardiopulmonary Resuscitation Training

FA/CPR Level Requirement and Course Summaries

Group of CF members	Level of qualification required	Objective	Prerequisites	Conduct of Training	Course Components	Certification / Re-certification
Cadets of all CF components.	MBFA and CPR HEART SAVER LEVEL A	To satisfy the knowledge and skill requirements necessary to perform basic FA and CPR level A in life-savings situations.	No prerequisite	<p>Basic FA lessons (with compulsory core content) and CPR Level A. Training will be conducted in accordance with the Military First Aid Safety Oriented Emergency & Standard Levels Instructor's Guide Manual (A-MD-050-072/PF-001).</p> <p>To ensure consistency in training, the MBFA course and CPR Level A will consist of a minimum of 13 hours instruction and include the following compulsory lessons:</p> <ul style="list-style-type: none"> • Emergency Scene Management • Shock Unconscious and Fainting • Artificial Respiration – Adult • Choking – Adult • Severe Bleeding • Cardiovascular Emergencies and One-Rescuer CPR – Adult 	<p>Three components: audio-visual aids, student's activity book and practical exercises. The reference manuals for this course are:</p> <ul style="list-style-type: none"> • A-MD-050-072/PF 001 – Military First Aid Safety Oriented Emergency & Standard Levels Instructor's Manual; • A-MD-050-072/PT 001 – Military First Aid Safety Oriented First Aid Manual; • A-MD-050-072/PW 001 – Military First Aid Safety Oriented Activity Book; and • A-MD-050-072/PX 001 – Military First Aid Safety Oriented Examination. 	<p>A DND FA and CPR course report will be completed for each MBFA and CPR level A course taught and forwarded to the DND SCFA.</p> <p>Each report will then be allocated a DND SCFA course number and annotated in the respective FA/FAIT records.</p> <p>MBFA re-certification is required every three years.</p>

Group of CF members	Level of qualification required	Objective	Prerequisites	Conduct of Training	Course Components	Certification / Re-certification
Recruits and Officer Cadets of all CF components during basic training.	MSFA and CPR Basic Rescuer Level C	To satisfy the knowledge and skill requirements necessary to perform MSFA and CPR in life saving situations.	No prerequisites	Compulsory and elective lessons as specified in the MFASO Basic and Standard Levels Instructor's Guide under the First Aid Military Standard Level qualification requirements (page AP-A-3). (Compulsory lessons will be those described for MBFA plus a minimum of 7.5 hours instruction selected from serials 6-28 of the elective lessons.)	Three components: audio-visual aids; student's activity book; and practical exercises. The reference manuals for this course are: <ul style="list-style-type: none"> • A-MD-050-072/PF 001 – Military First Aid Safety Oriented Emergency and Standard Level Instructor's Manual; • A-MD-050-072/PT 001 – Military First Aid Safety Oriented Manual; • A-MD-050-072/PW 001 – Military First Aid Safety Oriented Activity Book; and A-MD-050-072/PX 001 – Military First Aid Safety Oriented Examination. 	<p>A DND FA and CPR course report will be completed for each MSFA course taught and forwarded to the DND SCFA.</p> <p>Each report will be allocated a DND SCFA course number and annotated in the respective FA/FAIT records.</p> <p>Units will ensure that military members re-certify to the MSFA and CPR Level C every three years.</p> <p>Successful completion of MSFA course will be recorded in the member's UER</p>

Group of CF members	Level of qualification required	Objective	Prerequisites	Conduct of Training	Course Components	Certification / Re-certification
First Responders QL 5 Hull Techs; full time ambulance drivers (part-time drivers should be qualified if practical); casualty clearing team members; and other personnel as designated by their Comd/CO.	AMFR LEVEL 1/ CPR BASIC RESCUER LEVEL C Training Standards may be obtained by contacting the DND SCFA	To satisfy the knowledge and skill requirements necessary to perform advanced FA and CPR Level C in life saving situations.	Candidates must meet the following minimum prerequisites to attend the AMFR Level 1 course: <ul style="list-style-type: none"> • Complete the pre-course work assignment; and • provide a self-signed health waiver. 	A 52-hour comprehensive training program for members with specific responsibilities for caring for the sick and injured. 12 hours are required for pre-course reading and reviewing material at home. 40 hours are required for in-class sessions.	Three teaching components – audio-visual, student's activity book and practical exercises. The reference manuals for this course are: <ul style="list-style-type: none"> • Medical First Responder Instructor's Guide (CD-ROM); • Medical First Responder Pre-Course Study Guide (CD-ROM); • A-MD-050-100/PT 001 – Emergency Medical Responder Brady, Canadian Edition; • AMD-050-100/PW 001 – Medical First Responder Student's Workbook; • A-MD-050-068/PW 001 – Heart-start CPR and AED; and A-MD-050-072/PT 001 – MFASO manual. 	A DND FA and CPR course report will be forwarded to the DND SCFA for each AMFR-1/CPR Level C/AED course taught. Each report will be allocated a DND SCFA course number and annotated in the respective FAI/FAIT records. AMFR-1/CPC/AED certificates will be issue to all students. AMFR-1 re-certification is required every three years.

Group of CF members	Level of qualification required	Objective	Prerequisites	Conduct of Training	Course Components	Certification / Re-certification
Members deploying to Risk Level two (2) or higher operations.	CRFA	To satisfy the knowledge and skill requirements necessary to perform specialized FA skills related to combat	MSFA and CPR Basic Rescuer Level C	A 2 days of CRFA training. Personnel employed outside of the secure camp environment must receive this training prior to deployment. Other personnel within the first 2 weeks of deployment.	This training will cover the following areas: Care under fire Tactical Field Care CASEVAC Care	
Selected personnel working with units outside of the secure confines of the camp of Risk Level two (2) or higher operations (a minimum of one (1) person per section.	TCCC	To satisfy the knowledge and skill requirements necessary to provide soldiers TCCC in situations where a (0334) Medical Technician is not readily available and to provide additional assistance to (0334) Medical Technicians in multiple casualty combat situations.	MSFA	This training will consist of two (2) weeks of classroom, lab and scenario-based training. This training should be provided as close as operational preparations permit, but not more than six (6) months prior to deployment.	In accordance with QS A-P3-002-TCCC/PC-B01	

Group of CF members	Level of qualification required	Objective	Prerequisites	Conduct of Training	Course Components	Certification / Re-certification
First Aid Instructor CF/DND personnel may be trained as FAIs on the recommendation of their supervisor and after having demonstrated the desire to teach FA and CPR courses. FAI courses are authorized by DND SCFA but organized and run at Unit level.	FAI	To satisfy the knowledge and skill requirements necessary for certification as a FAI in accordance with the DND SCFA and St. John Ambulance standards, and to maintain quality control in teaching military FA.	<p>Candidates must:</p> <ul style="list-style-type: none"> • hold PLQ or OSQ 112638 Instructional Techniques for NCM qualification; • be qualified OSQ 112638 Instructional Techniques for Officer qualification; • Be qualified MSFA level and a basic rescuer CPR (Level C) qualification within the previous year; and • Be employed as a Military FA and CPR instructor on completion of training. 	<p>Authorized by D H Svcs HR.</p> <p>Conducted in accordance with standards set up by the National Headquarters St-John Ambulance ICP.</p>		<p>Certification of successful candidates will be in accordance with the ICP-Instructor Trainer Guide.</p> <p>Re-certification is mandatory every three years.</p> <p>To re-certify, FAIs must meet the following requirements:</p> <ul style="list-style-type: none"> • have taught no less than six courses during the current three year period; • Have been monitored by a FAIT at least once during the six months preceding application for re-certification; • complete a DND Special Centre examination; and • Submit a completed AF2 form (Application for Instructor/ Instructor-Trainer Certificate) to the DND SCFA. <p>FAI re-certification package may be obtained directly from the DND SCFA.</p>

Group of CF members	Level of qualification required	Objective	Prerequisites	Conduct of Training	Course Components	Certification / Re-certification
<p>First Aid Instructor Trainer</p> <p>CF/DND personnel holding a current FAI qualification, and recommended by their supervisor, are eligible for training as FAIT.</p> <p>Selection of FAIT candidates will be based on the member's expertise as a FAI and on communication skills.</p>	<p>ICP-JT</p> <p>DND SCFA is the responsible authority for the training of FAITs.</p>	<p>FAIT courses focus on Instructor-Trainer development, skill monitoring, skill performance, and evaluation and counselling techniques. The objectives are to satisfy the knowledge and skill requirements necessary for certification as a FAIT and to conduct FAI courses in accordance with units' requirements.</p> <p>FAITs are the principal advisors to their respective supervisor on matters pertaining to FA and CPR Training.</p>	<p>Candidates scheduled to undergo FAIT training must meet the following prerequisites:</p> <ul style="list-style-type: none"> • Hold a current FAI Certificate; and • Be employed as a military FAIT on completion of training. 			<p>Members will be awarded the FAIT qualification in accordance with the St. John Ambulance Canada Instruction upon having:</p> <ul style="list-style-type: none"> • Attended and successfully completed the ICP-JT phase I; and • been monitored during phase II while assisting on a FAI course. This includes instructing as least half the FAI course lecture material and actively participating in the ongoing and final evaluation of students. After completion of training, the DND SCFA will issue a FAIT certificate. <p>FAIT re-certification is mandatory every three years.</p> <p>To re-certify, FAITs must meet the following requirements:</p> <ul style="list-style-type: none"> • Have taught no less than six courses during the three year period; • in the previous three-year period, preferably in the third year, have attended at least one Instructor-Trainer workshop that includes CPR components; and • Submit a completed AF2 form to the DND SCFA. <p>Should the applicant not have the opportunity to meet the requirements stated above, a completed AF2 form, accompanied by a written substantiation and recommendation for re-certification, may be submitted to the DND SCFA by the supervisor.</p> <p>FAIT re-certification package may be obtained directly from DND SCFA.</p>

	<ul style="list-style-type: none"> • Advising on standards and training aids for FA/CPR training. • Amending the content or standards of all FA/CPR courses. • Developing reference material and training aids. • Providing technical advice on the conduct of training. • Authorizing and coordinating training of FAIs and FAITs. • Acting as the approving Authority for unit demands for FA/CPR publications.
CFRG	<ul style="list-style-type: none"> • Training all members to the MSFA level during basic training courses.
Commands through Units	<ul style="list-style-type: none"> • Maintaining a current list of all FAIs/FAITs under their chain of command. • Liaising/consulting with the DND SCFA as required.
Unit COs	<ul style="list-style-type: none"> • Ensuring all personnel complete FA/CPR Re-qualification Training on a regular basis (minimum three years). • Ensuring CF members complete MSFA as part of pre-deployment training or to meet operational readiness requirements. • Making available to those civilian employees and contracted personnel the FA/CPR training at the level applicable to the position they hold. • Recommending suitable candidates for: <ul style="list-style-type: none"> ○ FAI training; and ○ Unit FAIT positions. • Acquiring and maintaining reference and training materials in accordance with entitlements promulgated in the material authorization notification of CFS-7 scale D07-103. • Recording completion of FA/CPR training in members' UERs.
First Aid Instructor-Trainers	<ul style="list-style-type: none"> • Advising and assisting COs (through established chain of command) on FA/CPR related issues, and on conduct and effectiveness of unit FA/CPR training. • Advising and assessing FAIs in the conduct of FA/CPR training. • Reviewing course content and recommending amendments to content or instructional resources. • Re-certifying unit and regional FAIs. • Instructing and supervising FAI courses in accordance with Command requirements and ICP-IT standards detailed in National Headquarters St-John Ambulance Instructor Certification Program.

	<ul style="list-style-type: none"> • Reporting to the DND SCFA any encountered difficulties related to FA/CPR training. • Organizing at least one ICP workshop for all regional FAIs annually. • Ordering FA/CPR publications through their local Base/Wing Publications Sections.
First Aid Instructors	<ul style="list-style-type: none"> • Instructing FA courses in accordance with requirements and established standards. • Reporting to the FAITs any encountered difficulties related to FA/CPR training. • Submitting course reports to the DND SCFA. • Attending annual ICP workshops. • Ordering FA/CPR publications through their local Base/Wing Publications Sections.

6. Annex

6.1 Annex A – FA/CPR Level Requirement and Courses Summary

7. References

7.1 Related References

DCDS Direction International Operations, Chapter 16 Health Services Supports (HSS)
 SJS 001 011430Z Feb 06 First Aid Training for Deployed Operations
 Military First Aid Safety Oriented Emergency & Standard Levels Instructor's Guide
 Manual (A-MD-050-072/PF-001)
 First Aid Safety Oriented Emergency & Standard Levels Instructor's Guide Manual
 St. John Ambulance Advanced Level First Aid Training Standards
 National Headquarters St-John Ambulance Instructor Certification Program (ICP)
 CFS-7 scale D07-103 (material authorization notification)
 NSMO St John Ambulance Supplies Standing Offer E60PS-020001/001/PS
 General Safety Program, Volume 2, General Safety Standards (C-02-040-009/AG 001
 Tactical Combat Casualty Care (AJCI) A-P3-002-TCCC/PC-B01 Dated 2005-12-13