

**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**

**Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC**  
**Place du Portage, Phase III**  
**Core OA1\noyau OA1**  
**11 Laurier St./11, rue Laurier**  
**Gatineau, Québec K1A 0S5**  
**Bid Fax: (613) 997-9776**

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government  
Services Canada**

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

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

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

**Comments - Commentaires**

<b>Title - Sujet</b> PCP_English	
<b>Solicitation No. - N° de l'invitation</b> W3931-130013/A	<b>Date</b> 2012-12-11
<b>Client Reference No. - N° de référence du client</b> W3931-130013	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$XF-005-25199	
<b>File No. - N° de dossier</b> 005xf.W3931-130013	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-01-22</b>	<b>Time Zone Fuseau horaire</b> Eastern Standard Time EST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Maheson, Vaanee	<b>Buyer Id - Id de l'acheteur</b> 005xf
<b>Telephone No. - N° de téléphone</b> (819) 956-1770 ( )	<b>FAX No. - N° de FAX</b> (819) 956-8303
<b>Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Health Services Project Division (XF)/Division des projets  
de services de santé (XF)  
Place du Portage, Phase III, 12C1  
11 Laurier St./11 rue, Laurier  
Gatineau  
Gatineau  
K1A 0S5

<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 (type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

Solicitation No. - N° de l'invitation

W3931-130013/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

005xf

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

W3931-130013

File No. - N° du dossier

005xfW3931-130013

CCC No./N° CCC - FMS No/ N° VME

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**Please see attached bid solicitation.**

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## **PART 1 - GENERAL INFORMATION**

### **1. Introduction**

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, if applicable, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Financial and Other Requirements: includes specific requirements that must be addressed by bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include:

- The Statement of Work;
- The Basis of Payment;
- The Insurance Requirements; and
- The Task Authorization Form DND 626.

### **2. Summary**

- 2.1 The Department of National Defence (DND) requires the services of a Contractor to deliver English language Primary Care Paramedic (PCP) Training on an "as and when requested basis" to designated Students.
- 2.2 The Canadian Forces Health Services Training Center (CF H Svc TC) are responsible for the medical training of all Canadian Forces Medical Technicians (Med Techs) at all levels of competence within the Canadian Forces. Med Techs are integral members of the military health care team who assist physicians, physician assistants and nurses in the treatment of the sick and injured across the full spectrum of operational settings and in static units of the Canadian Forces. This training consists of three components: primary care training, pre-hospital care training, and military field training. Pre-hospital care training (referred to herein as Primary Care Paramedic Training) is provided to the Canadian Forces by civilian agencies. Primary care and military field training will continue to be provided by the Canadian Forces Medical Services School, at Canadian Forces Base Borden, Ontario and are not within the scope of this requirement.
- 2.3 The Contractor must deliver a PCP program that can be delivered within 110 to 150 training days, from start to finish, and ensure that it continues to meet the standards and objectives of the Ministry of Health and/or equivalent provincial authority in the province where the program is conducted and, additionally, meets the standards of the National Occupational Competency Profiles (NOCP) of the Paramedic Association of Canada.
- 2.4 The Contractor must deliver the PCP Training in Canada, in English, to designated Students on an "as and when requested basis" and provide all required teaching facilities.

- 2.5 The Contractor must provide transportation, accommodations and meals for Students as applicable during the delivery of the PCP Program.
- 2.6 The Contractor must obtain and maintain conjoint Canadian Medical Association (CMA) accreditation of the PCP Program that is delivered to the Students.
- 2.7 The period of the Contract will be for an initial two-year period with the option to extend the term of the Contract by up to three additional one-year periods under the same terms and conditions. The Contract period may be also extended as required so that all services would terminate with the end of the Contract Period.
- 2.8 Pursuant to section 01 of Standard Instructions 2003, Bidders must submit a complete list of names of all individuals who are currently directors of the Bidder. Furthermore, as determined by the Special Investigations Directorate, Departmental Oversight Branch, each individual named on the list may be requested to complete a Consent to a Criminal Record Verification form and related documentation.
- 2.9 The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

### **3. Debriefings**

After contract award, bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 business days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

## **PART 2 - BIDDER INSTRUCTIONS**

### **1. Standard Instructions, Clauses and Conditions**

- 1.1 All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) issued by Public Works and Government Services Canada.
- 1.2 Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.
- 1.3 The 2003 (2012-11-19) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.
- 1.4 Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: one hundred and eighty (180) days

### **2. Submission of Bids**

- 2.1 Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.
- 2.2 Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

### **3. Enquiries - Bid Solicitation**

- 3.1 All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.
- 3.2 Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

### **4. Applicable Laws**

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

**5. Improvement of Requirement During Solicitation Period**

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least twenty (20) calendar days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.



## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **1. Bid Preparation Instructions**

- 1.1 Canada requests that bidders provide their bid in separately bound sections as follows:
- Section I: Technical Bid (four hard copies and two soft copies properly identified on CDs).
- Section II: Financial Bid (two hard copies and two soft copies properly identified on CDs).
- Section III: Certifications (one hard copy).
- 1.2 If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.
- 1.3 Prices should appear in the financial bid only. No prices should be indicated in any other section of the bid.
- 1.4 Canada requests that bidders follow the format instructions described below in the preparation of their bid:
- a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
  - b) use a numbering system that corresponds to the bid solicitation.
- 1.5 In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-Procurement/politique-policy-eng.html), <http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-Procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should :
- a) use paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
  - b) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

### **2. Section I: Technical Bid**

- 2.1 In their Technical Bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.
- 2.2 The Technical Bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.
- 2.3 To facilitate bid preparation and bid evaluation, Bidders should prepare and submit their Technical Bid using the following Table of Contents:

### 2.3.1 Technical Bid Part 1

#### Part 1, Section 1.1 - Signed Copy of the bid solicitation

This Section should include a signed copy of page 1 of this bid solicitation (which is deemed to include all amendments) as per instructions detailed in 2003 (2012-11-19) Standard Instructions - Goods or Services - Competitive Requirements referenced in Part 2 of this bid solicitation. This Section may also contain an executive summary and/or letter of transmittal at the Bidder's discretion.

#### Part 1, Section 1.2 - Bidder Contact

This Section should include at a minimum the Name and Telephone Number of a single contact person that is authorized by the Bidder for this bid solicitation.

### 2.3.2 Technical Bid Part 2

#### Part 2, Section 2.1 - Mandatory Evaluation Criteria

This Part of the Bid should be prepared in response to the Mandatory Evaluation Criteria contained in Attachment 1 of this bid solicitation.

#### Part 2, Section 2.2 - Point-Rated Evaluation Criteria

This Part of the Bid should be prepared in response to the Point-Rated Evaluation Criteria contained in Attachment 1 of this bid solicitation.

## **3 Section II: Financial Bid**

Bidders must submit their Financial Bid in accordance with Attachment 2 of this bid solicitation. The total amount of Goods and Services Tax or Harmonized Sales Tax should be shown separately, if applicable.

## **4. Section III: Certifications**

Bidders must submit the certifications in accordance with Part 5.

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **1. Evaluation Procedures**

- 1.1 Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria. There are several phases in the evaluation process, which are described below. Even though the evaluation and selection will be conducted in different phases, the fact that Canada has proceeded to a later phase does not mean that Canada has conclusively determined that the Bidder has successfully passed all the previous phases. Canada may conduct steps of the evaluation in parallel.
- 1.2 An evaluation team composed of representatives of Canada will evaluate the bids.
- 1.3 The evaluation team will conduct a multi-phase evaluation and selection process as follows:
  - (i) Phase 1: Verification of bid against the Part 2 - Bidder Instruction and Part 3 - Bid Preparation Instructions;
  - (ii) Phase 2: Technical Bid Evaluation (Mandatory and Point-Rated Criteria);
  - (iii) Phase 3: Verification of Minimum Pass Mark;
  - (iv) Phase 4: Financial Bid Evaluation; and
  - (v) Phase 5: Determination of Evaluated Price Per Point.
- 1.4 The Technical and Financial bids will be evaluated separately.
- 1.5 In addition to any other time periods established in the bid solicitation:
  - (i) Requests for Clarifications: If Canada seeks clarification or verification from the Bidder about its bid, the Bidder will have two business days (or a longer period if specified in writing by the Contracting Authority) to provide the necessary information to Canada. Failure to meet this deadline will result in the bid being declared non-responsive.
  - (ii) Extension of Time: If additional time is required by the Bidder, the Contracting Authority may grant an extension at his or her sole discretion.

### **2. Evaluation and Selection Process**

- 2.1 Phase 1: Verification of bid against the Part 2 - Bidder Instruction and Part 3 - Bid Preparation Instructions
  - 2.1.1 The Bidder's bid will be verified against mandatory requirements in Part 2 – Bidder Instructions and Part 3 – Bid Preparation Instructions before proceeding to the evaluation of the Technical Bid. Bids that do not comply with each and every mandatory requirement will be declared non-responsive.
- 2.2 Phase 2: Technical Bid Evaluation (Mandatory and Point-Rated Criteria)
  - 2.2.1 The Bidder's Technical Bid will be evaluated using a consensus-based approach. Technical Bids will be evaluated in accordance with the mandatory and point-rated evaluation criteria as detailed in Attachment 1 of this bid solicitation. Starting with the mandatory criteria, bids will be required to comply with each and every mandatory criterion (technical) of the bid solicitation and given a "Responsive or Non-Responsive" rating. No points will be awarded for compliance with the mandatory criteria.

- 2.2.2 A bid may be deemed non-responsive at any point in time during this phase should it be determined that it has failed to meet any mandatory criterion of the bid solicitation. Only responsive bids will move to the next phase of the evaluation process.
- 2.2.3 Following evaluation of the mandatory criteria, Bidder's written response to the point-rated criteria of the bid solicitation will be evaluated. Bid will be evaluated and scored based exclusively on the merits of the Bidder's written response in accordance with the stated evaluation criteria. A Technical Bid Score out of 594 points (subject to validation by a site visit) will be computed for each responsive bid.
- 2.3 Phase 3: Verification of Minimum Pass Mark
- 2.3.1 Following completion of Technical Bid evaluation (i.e. mandatory and point-rated criteria), each bid's score will be verified against the minimum pass mark. The Technical Bid must achieve minimum of 227 points of the 594 total points available for the point-rated criteria. Technical Bids not meeting this minimum score will be considered non-responsive and will be given no further consideration.
- 2.4 Phase 4: Financial Bid Evaluation
- 2.4.1 In the fourth phase of the evaluation process, each of the responsive bids will be subject to a Financial Bid evaluation as detailed below.
- 2.4.2 The Bidder's Financial Bid will be evaluated by PWGSC to ensure compliance with all submission requirements identified in the Financial Evaluation Criteria provided as Attachment 2 of this bid solicitation. Only responsive Financial Bids will move to the next step in the financial evaluation process.
- 2.4.3 PWGSC will conduct the financial evaluation by calculating Financial Bid Price Elements in accordance with Attachment 2, Article 2.2 Financial Bid Price Elements.
- 2.5 Phase 5: Determination of the Total Evaluated Price Per Point
- 2.5.1 Following the determination of the Financial Bid Price Elements for each responsive bid, the Total Evaluated Price Per Point will be determined in accordance with Attachment 2, Article 3. Total Evaluated Price Per Point.

### **3. Basis of Selection**

- 3.1. To be declared responsive, a bid must:
- (a) comply with all the requirements of the bid solicitation;
  - (b) meet all mandatory technical evaluation criteria; and
  - (c) obtain the required minimum points for the technical evaluation criteria which are subject to point rating.
- 3.2. Bids not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. PWGSC will rank the responsive bids from lowest to highest Total Evaluated Price Per Point. The responsive bid with the lowest Total Evaluated Price Per Point will be ranked number one and will be recommended for award of a Contract.

Should two or more Bids have an equal Total Evaluated Price Per Point, the bid with the lowest Total Evaluated Bid Price will be ranked number one.

Example:

Bid	Mandatory Criteria	Technical Bid Score (Pass Mark =227)	Total Evaluated Bid Price	Total Evaluated Price Per Point	Ranking
<b>A</b>	Responsive	590	\$3,000,000.00	\$23,713.74	2
<b>B</b>	Responsive	250	\$2,550,000.00	\$28,134.71	3
<b>C</b>	Responsive	250	\$1,995,703.74	\$23,713.74	1
<b>D</b>	Non-Responsive	N/A	N/A	N/A	N/A
<b>E</b>	Responsive	200	N/A	N/A	N/A

3.3 Canada will evaluate the first ranked Bidder's financial capability to ensure its capability to undertake the project and deliver within the expected Contract framework and time frame. Bidder financial capability is a mandatory condition precedent to Contract award. If the first ranked Bidder does not pass this evaluation, the Bidder's bid will be deemed non-responsive, and a revised ranking will be established in accordance with the procedures herein.

3.4 Whether any bid is recommended for contract award depends on all the provisions of this bid solicitation (for example, the vendor performance provisions of Standard Instructions 2003 would affect whether an otherwise responsive bid is recommended for award, as would factors such as financial capability). Also, Bidders should note that all contract awards are subject to Canada's internal approvals process, which includes a requirement to approve funding in the amount of any proposed contract. Despite the fact that the Bidder may have been recommended for contract award, a contract will only be awarded if internal approval is granted according to Canada's internal policies. If approval is not granted, no contract will be awarded.

#### **4. Site Visit**

4.1 The evaluation team will visit the site of the top ranked Bidder's proposed Student accommodations, classroom and practical skills training facilities, fitness facilities, and meal facilities, to validate the information provided by the Bidder in its bid and to assess the Bidder's proposed Student accommodations against the mandatory criteria at Attachment 3. The site visit cannot increase the rated evaluation score of the Technical Bid, it will either confirm the Bidder's score, result in a reduction of the Bidder's score, or result in the bid being deemed non-responsive.

4.2 Should the site visit result in the reduction of the Bidder's score or in the bid being deemed non-responsive, a revised ranking will be established in accordance with Clause 3, Basis of Selection, above.

4.3 If Canada wishes visit the Bidder's facilities, the Bidder must make its facilities available for this purpose within ten (10) business days of a written request by the Contracting Authority.

4.4 Should the evaluation team not be permitted to visit the site of the Bidder's proposed Student accommodations, classroom and practical skills training facilities, fitness facilities and meal facilities, the Bidder's bid may be deemed non-responsive for that reason alone.

#### **5. Requirements pursuant to "An Act respecting the Ministère du Conseil exécutif (R.S.Q., Chapter M-30)"**

5.1 Background

- a) Bidders in the Province of Quebec may be subject to An Act respecting the Ministère du Conseil exécutif (R.S.Q., chapter M-30) (referred to in this section as the "Act").
- b) Under sections 3.11 and 3.12 of the Act, municipal bodies, school bodies or public agencies as defined in the Act, must obtain prior written authorization, in accordance with the Act, before entering into any agreement with the Government of Canada, its departments or agencies, or a federal public agency.
- c) Consequently, where the top-ranked Bidder recommended for Contract award subject to the provisions of the solicitation, is subject to the Act, that Bidder must be responsible for obtaining the authorization required by the Act before entering into any agreement with the Government of Canada.

5.2 Written Authorization: If the top-ranked bid identified according to the evaluation process described in the solicitation, is subject to the Act, the following procedures apply:

- a) The written authorization required by the Act is a mandatory condition precedent to Contract award (refer to Part 6, Clause 4, An Act respecting the Ministère du Conseil exécutif (R.S.Q., chapter M-30) for further information). Unless the Bidder receives approval sooner, the Contracting Authority will allow no less than ninety calendar days for the Bidder to obtain the written authorization required by the Act. The ninety calendar day period referred to above will commence upon issuance of written notification by the Contracting Authority that the Bidder should seek the necessary written authorization.
- b) The Contracting Authority may, at its sole discretion, extend this ninety calendar day period, if the Bidder requests it. In determining whether or not to grant such an extension, the Contracting Authority may request from the Bidder any information it requires to consider the request and the impact of the request on Canada's operational requirements.
- c) A period of time has been allotted for Bidders to complete any processes to obtain the necessary written authorization from the Government of Quebec; however, the time allowed for these processes must also be consistent with Canada's legitimate operational requirements, and the Contracting Authority will only grant extensions that are compatible with these operational requirements. The time periods described above (including extensions authorized by the Contracting Authority) are collectively referred to herein as the "Allotted Approval Time".
- d) If the Bidder does not, within the Allotted Approval Time, obtain the necessary written authorization, the Contracting Authority will declare that Bidder's bid non-responsive and the second ranked Bidder will be notified by the Contracting Authority that it should seek the necessary written authorization, and so on, until a Bidder obtains the necessary written Authorization.
- e) If, in the Allotted Approval Time, the Bidder receives the necessary written authorization and provides it to the Contracting Authority, the Bidder will then be recommended for contract award, subject to the following and the provisions of the solicitation. The Act provides that the written authorization may be subject to such conditions as determined by the Government of Quebec. In the event that the authorization provided by the Government of Quebec contains conditions that would require adding clauses to or amendment of any of the resulting Contract clauses, and provided that the conditions are acceptable to Canada, in its sole discretion, Canada reserves the right to modify the terms of any resulting Contract to incorporate the conditions. Where such conditions are not acceptable to Canada the Bidder's bid will be deemed non-responsive.

- f) If, during the evaluation period, PWGSC proceeds to consider the next-ranked Bidder under this provision, it may request that all remaining responsive Bidders extend the validity periods for their bids. Bidders will not be required to extend the validity periods of their bids; however, Canada will only continue to consider bids that remain valid for acceptance.

## **PART 5 - CERTIFICATIONS**

Bidders must provide the required certifications and related documentation to be awarded a Contract. Canada will declare a bid non-responsive if the required certifications and related documentation are not completed and submitted as requested.

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to verify bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications, to provide the related documentation or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

### **1. Mandatory Certifications Required Precedent to Contract Award**

#### **1.1 Code of Conduct and Certifications - Related documentation**

- 1.1.1 By submitting a bid, the Bidder certifies, for himself and his affiliates, to be in compliance with the Code of Conduct and Certifications clause of the Standard instructions. The related documentation hereinafter mentioned will help Canada in confirming that the certifications are true. By submitting a bid, the Bidder certifies that it is aware, and that its affiliates are aware, that Canada may request additional information, certifications, consent forms and other evidentiary elements proving identity or eligibility. Canada may also verify the information provided by the Bidder, including the information relating to the acts or convictions specified herein, through independent research, use of any government resources or by contacting third parties. Canada will declare non-responsive any bid in respect of which the information requested is missing or inaccurate, or in respect of which the information contained in the certifications is found to be untrue, in any respect, by Canada. The Bidder and any of the Bidder's affiliates, will also be required to remain free and clear of any acts or convictions specified herein during the period of any contract arising from this bid solicitation.

Bidders who are incorporated, including those bidding as a joint venture, must provide with their bid or promptly thereafter a complete list of names of all individuals who are currently directors of the Bidder. Bidders bidding as sole proprietorship, including those bidding as a joint venture, must provide the name of the owner with their bid or promptly thereafter. Bidders bidding as societies, firms, partnerships or associations of persons do not need to provide lists of names. If the required names have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply will render the bid non-responsive. Providing the required names is a mandatory requirement for contract award.

Canada may, at any time, request that a Bidder provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification form- PWGSC-TPSGC 229) (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>) for any or all individuals aforementioned within the time specified. Failure to provide such Consent Forms within the time period provided will result in the bid being declared non-responsive.

### **2. Additional Certifications Precedent to Contract Award**

The certifications listed below should be completed and submitted with the bid but may be submitted afterwards. If any of these required certifications are not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.



## **2.1 Federal Contractors Program - Certification**

- 2.1.1. The Federal Contractors Program (FCP) requires that some suppliers, including a supplier who is a member of a joint venture, bidding for federal government contracts, valued at \$200,000 or more (including all applicable taxes), make a formal commitment to implement employment equity. This is a condition precedent to contract award. If the Bidder, or, if the Bidder is a joint venture and if any member of the joint venture, is subject to the FCP, evidence of its commitment must be provided before the award of the Contract.

Suppliers who have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive government contracts over the threshold for solicitation of bids as set out in the Government Contracts Regulations. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than the reduction of their workforce to less than 100 employees. Any bids from ineligible contractors, including a bid from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

- 2.1.2. If the Bidder does not fall within the exceptions enumerated in 2.1.3.(a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP, the Bidder must fax a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC (819-953-8768).
- 2.1.3. The Bidder, or, if the Bidder is a joint venture, the member of the joint venture, certifies its status with the FCP, as follows:

The Bidder or the member of the joint venture

- (a) ( ) is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;
- (b) ( ) is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;
- (c) ( ) is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC (having not bid on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is attached;
- (d) ( ) is subject to the FCP, and has a valid certificate number as follows: \_\_\_\_\_  
(e.g. has not been declared an ineligible contractor by HRSDC.)

Further information on the FCP is available on the HRSDC Web site.

## **2.2 Former Public Servant Certification**

Contracts with former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, bidders must provide the information required below.

### **2.2.1 Definitions**

- 2.2.1.1 For the purposes of this clause, "former public servant" is any former member of a department as

defined in the Financial Administration Act, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- (a) an individual;
- (b) an individual who has incorporated;
- (c) a partnership made of former public servants; or
- (d) a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

2.2.1.2 "lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

2.2.1.3 "pension" means, in the context of the fee abatement formula, a pension or annual allowance paid under the Public Service Superannuation Act (PSSA), R.S., 1985, c.P-36, and any increases paid pursuant to the Supplementary Retirement Benefits Act, R.S., 1985, c.S-24 as it affects the PSSA. It does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, c.C-17, the Defence Services Pension Continuation Act, 1970, c.D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c.R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c.R-11, the Members of Parliament Retiring Allowances Act, R.S., 1985, c.M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c.C-8.

## **2.2.2 Former Public Servant in Receipt of a Pension**

Is the Bidder a FPS in receipt of a pension as defined above? **Yes ( ) No ( )**

If so, the Bidder must provide the following information:

- (a) name of former public servant;
- (b) date of termination of employment or retirement from the Public Service.

## **2.2.3 Work Force Reduction Program**

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? **Yes ( ) No ( )**

If so, the Bidder must provide the following information:

- (a) name of former public servant;
- (b) conditions of the lump sum payment incentive;
- (c) date of termination of employment;
- (d) amount of lump sum payment;
- (e) rate of pay on which lump sum payment is based;
- (f) period of lump sum payment including start date, end date and number of weeks;
- (g) number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.

## **2.2.4 Certification**

By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

## **PART 6 - FINANCIAL AND OTHER REQUIREMENTS**

### **1. Financial Capability**

SACC Manual clause A9033T (2012-07-16) Financial Capability

### **2. Insurance Requirements**

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex C.

If the information is not provided in the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

## **PART 7 - RESULTING CONTRACT CLAUSES**

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

### **1. Statement of Work**

The Contractor must perform the Work in accordance with the Statement of Work at Annex A and the Contractor's Technical Bid dated \_\_\_\_\_ (to be inserted prior to contract award).

#### **1.1 Task Authorization**

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization. The Work described in the Task Authorization must be in accordance with the scope of the Contract.

The administration of the Task Authorization process will be carried out by the DND Procurement Officer . This process includes monitoring, controlling and reporting on expenditures of the Contract with task authorizations to the Contracting Authority.

##### **1.1.1 Task Authorization Process**

1. The DND Procurement Officer will provide the Contractor with a description of the task using the Task Authorization Form specified in Annex D.
2. The Task Authorization will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The Task Authorization will also include the applicable basis and methods of payment as specified in the Contract.
3. The Contractor must provide the DND Procurement Officer, within five (5) calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. Upon receipt of the total estimated cost, and breakdown of that cost, the DND Procurement Officer will review the information and if acceptable, have the Task Authorization signed by the appropriate approval authority. The Contractor must not commence Work until a Task Authorization, signed by the appropriate approval authority, has been received by the Contractor. The Contractor acknowledges that any Work performed before a signed Task Authorization has been received will be done at the Contractor's own risk.
5. At any time the Task Authorization may be amended by the DND Procurement Officer, and Contracting Authority where applicable, to revise the number of Students enrolled in each PCP Program.

##### **1.1.2 Task Authorization Limit**

DND Procurement Officer or its approved delegate may authorize individual task authorizations up to a limit of \_\_\_\_\_ (to be inserted prior to contract award), Goods and Services Tax or Harmonized Sales Tax included, inclusive of any revisions.

Any Task Authorization or Task Authorization amendment to be issued in excess of that limit must be authorized by the DND Procurement Officer and the Contracting Authority before issuance.

##### **1.1.3 Minimum Work Guarantee - All the Work - Task Authorizations**

- 1.1.3.1 In this clause, "Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract when first issued; and "Minimum Contract Value" means 1% of the Maximum Contract Value.
- 1.1.3.2 Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 1.1.3.3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for Work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
- 1.1.3.3 In the event that Canada does not request Work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
- 1.1.3.4 Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

## **2. Standard Clauses and Conditions**

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions](http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp) (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

### **2.1 General Conditions**

2035 (2012-11-19), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

2035 (2012-11-19), General Conditions - Higher Complexity - Services, is amended as follows:

The text under Section 20 - Copyright of 2035 referenced above is deleted in its entirety and replaced by:

2035 20 Copyright

1. Without affecting any existing intellectual property rights or relating to information or data supplied by Canada for purposes of the Contract, copyright in anything conceived, developed, or produced as part of the Work under the Contract will belong to the Contractor.
2. In this section, "Material" means anything that is created or developed by the Contractor as part of the Work under the Contract, and in which copyright subsists.
3. The Contractor grants to Canada a non-exclusive, perpetual, irrevocable, world-wide, fully-paid and royalty-free license to exercise all rights comprised in the copyright in the Material, for any government purposes. Canada may use independent contractors in the exercise of Canada's rights pursuant to this clause.
4. Copyright in any translation of the Material made by or for Canada belongs to Canada. Canada agrees to reproduce the Contractor's copyright notice, if any, on all copies of the Material, and to acknowledge the Contractor's title to the copyright in the original Work on all copies of translations of the Material effected by or for Canada.
5. No restrictions other than those set out in this section must apply to Canada's use of copies of the Material or of translated versions of the Material.

6. At the request of Canada, the Contractor must provide to Canada, at the completion of the Work or at such other time as Canada may require, a written permanent waiver of moral rights, in a form acceptable to Canada, from every author that contributed to the Material. If the Contractor is an author of the Material, the Contractor permanently waives its moral rights in respect of the Material.

### **3. Term of Contract**

#### **3.1 Period of the Contract**

- 3.1.1 The period of the Contract is from date of Contract award to \_\_\_\_\_ (2 years from contract award date - date to be filled in prior to contract award) inclusive.
- 3.1.2 The period for issuing Task Authorizations against the Contract will be from date of contract award to \_\_\_\_\_ (date to be filled in prior to contract award) inclusive.

#### **3.2 Option to Extend the Contract**

- 3.2.1 The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three additional one-year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.
- 3.2.2 Canada may exercise this option at any time by sending a written notice to the Contractor at least 30 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.
- 3.2.3 Notwithstanding any other provision of this Contract, including any Task Authorizations issued under it, the Contract period may be extended as required so that all services would terminate with the end of the Contract Period.

### **4. Authorities**

#### **4.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name : Vaanee Maheson  
Telephone : 819-956-1770  
Facsimile : 819-956-8303  
E-mail address: Vaanee.maheson@tpsgc-pwgsc.gc.ca

Public Works and Government Services Canada  
Acquisitions Branch  
Special Procurement Initiatives Directorate  
Address: 11, rue Laurier, Gatineau QC K1A 0S5

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

#### **4.2 Technical Authority**

The Technical Authority for the Contract is *(to be completed at time of contract award)*:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
E-mail address: \_\_\_\_\_

The Technical Authority (or delegated representative) is responsible for all matters concerning the technical content of the Work under this Contract. Any proposed changes to the scope of the Work may be discussed with the Technical Authority; however, the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

#### **4.3 Contractor's Representative**

The Contractor's Representative is responsible for responding to contractual matters and administrative issues in relation to the Contract *(to be completed at time of contract award)*:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
E-mail address: \_\_\_\_\_

### **5. Payment**

#### **5.1 Basis of payment**

Canada's obligation with respect to the portion of the Work under the Contract that is performed through task authorizations is limited to the total amount, in accordance with the Basis of Payment in Annex B, of the actual tasks performed by the Contractor.

#### **5.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations**

5.2.1 Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations, inclusive of any revisions, must not exceed the sum of \$ \_\_\_\_\_. Customs duties are included, as applicable, and the Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

5.2.2 No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.

5.2.3 The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- (a) when it is 75 percent committed, or
- (b) four (4) months before the contract expiry date, or
- (c) as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized Task Authorizations, inclusive of any revisions, whichever comes first.

5.2.4 If the notification is for inadequate contract funds, the Contractor must provide to the Contracting



Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### **5.3 Method of Payment**

1. Canada will make progress payments in accordance with the payment provisions of the Contract, no more than once a month, upon completion and delivery of the items of Work detailed in Annex B, if:
  - (a) an accurate and complete claim for payment using form PWGSC-TPSGC 1111, Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
  - (b) the amount claimed is in accordance with the basis of payment; and,
  - (c) all certificates appearing on form PWGSC-TPSGC 1111 have been signed by the respective authorized representatives.
2. Progress payments are interim payments only. Canada may conduct a government audit and interim time and cost verifications and reserves the rights to make adjustments to the Contract from time to time during the performance of the Work. Any overpayment resulting from progress payments or otherwise must be refunded promptly to Canada.

### **6. Invoicing Instructions**

- 6.1. The Contractor must submit a claim for payment using form PWGSC-TPSGC 1111, Claim for Progress Payment.

Each claim must show:

- (a) All information required on form PWGSC-TPSGC 1111;
- (b) All applicable information detailed under the section entitled "Invoice Submission" of the general conditions;
- (c) Total of all previous claims against the Contract;
- (d) Task Authorization reference number, deliverable and/or description of the Work;

If applicable for the period, each claim must be supported by:

- (e) A copy of the Student evaluation reports, in accordance with 11.2.1 of Annex A Statement of Work;
- (f) An attendance log for meals;
- (g) An attendance log for student accommodations; and
- (h) An attendance log for PCP licensing and vehicle licensing activities.

- 6.2. The Contractor must prepare and certify one original and one (1) copy of the claim on form PWGSC-TPSGC 1111. The original and the copy must be forwarded to the Contracting Authority for certification. The Contracting Authority will forward a copy to the DND Procurement Officer for appropriate certification after inspection and acceptance of the Work take place.

- 6.3. The Contractor must not submit claims until all Work identified in the claim is completed.

The DND Procurement Officer contact information is (to be completed at time of contract award):

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
E-mail address: \_\_\_\_\_

## **7. Certifications**

### **7.1 Compliance**

Compliance with the certifications and related documentation provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification, provide the related documentation or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

## **8. Applicable Laws**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_. *(to be inserted at contract award)*.

## **9. Priority of Documents**

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2012-11-19); General Conditions - Higher Complexity - Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Insurance Requirements;
- (f) the signed Task Authorizations (including all of its annexes, if any);
- (g) the Contractor's bid dated \_\_\_\_\_ *(to be inserted prior contract award)*, as "clarified on \_\_\_\_\_ or, as amended on \_\_\_\_\_ *(to be inserted prior contract award)*.

## **10. Foreign Nationals**

*Note to Bidders: One of the two following clauses, whichever applies (based on whether the successful Bidder is a Canadian Contractor or Foreign Contractor), will be included in any resulting contract.*

### **Foreign Nationals (Canadian Contractor)**

SACC Manual clause A2000C (2006-06-16) Foreign Nationals (Canadian Contractor).

### **Foreign Nationals (Foreign Contractor)**

SACC Manual clause A2001C (2006-06-16) Foreign Nationals (Foreign Contractor).

## **11. Insurance Requirements**

11.1 The Contractor must comply with the insurance requirements specified in Annex C. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

11.2 The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill

its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

- 11.3 The Contractor must forward to the Contracting Authority within ten (10) calendar days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

## **12. Joint Venture Contractor**

Note to Bidders: This Article will be deleted if the Contractor is not a joint venture. If the Contractor is a joint venture, this clause will be completed with information provided in its bid.

- 12.1 The Contractor confirms that the name of the joint venture is \_\_\_\_\_ and that it is comprised of the following members: *[list all the joint venture members named in the Contractor's original bid]*.
- 12.2 With respect to the relationship among the members of the joint venture Contractor, each member agrees, represents and warrants (as applicable) that:
- (i) \_\_\_\_\_ has been appointed as the "representative member" of the joint venture Contractor and has fully authority to act as agent for each member regarding all matters relating to the Contract;
  - (ii) by giving notice to the representative member, Canada will be considered to have given notice to all the members of the joint venture Contractor; and
  - (iii) all payments made by Canada to the representative member will act as a release by all the members.
- 12.3 All the members agree that Canada may terminate the Contract in its discretion if there is a dispute among the members that, in Canada's opinion, affects the performance of the Work in any way.
- 12.4 All the members are jointly and severally or solidarily liable for the performance of the entire Contract.
- 12.5 The Contractor acknowledges that any change in the membership of the joint venture (i.e., a change in the number of members or the substitution of another legal entity for an existing member) constitutes an assignment and is subject to the assignment provisions of the General Conditions.
- 12.6 The Contractor acknowledges that all security and controlled goods requirements in the Contract, if any, apply to each member of the joint venture Contractor.

## **ANNEX A**

### **STATEMENT OF WORK**

#### **Primary Care Paramedic Training (PCP Training)**

##### **1. DEFINITIONS**

- 1.1 For the purpose of this Statement of Work (SOW), the following definitions apply:
- 1.1.1. Chief Instructor (CI): acts as the chief training officer at the Canadian Forces Health Services Training Center (CF H Svc TC) at Canadian Forces Base Borden (CFB Borden) and is responsible for the ongoing operation of the school which includes:
- a) Administration of CF H Svcs TC's training programs as described herein;
  - b) Acting as the point of contact responsible for addressing and managing all students' failures, assessments and recommendations for re-insertion; and
  - c) Acting as the point of contact responsible for addressing and managing all CF H Svcs TC students' discipline related problems.
- 1.1.2 Primary Care Paramedic Training (PCP Training): means the training requirements defined by the Paramedic Association of Canada's National Occupational Competency Profile (NOCP) for Primary Care Paramedic, (found at the Paramedic Association of Canada website: <http://paramedic.ca/nocp/>).
- 1.1.3 PCP Program: means one complete delivery of PCP Training in English including the Classroom Training, Practical Skills Training, On-car Training and Emergency Training.
- 1.1.4 Classroom Training: means any training of the type normally conducted in a classroom setting that occurs at the Contractor provided facility(ies).
- 1.1.5 Practical Skills Training: means the training that will occur at the Contractor provided facility(ies) to prepare students to do their On-car and Emergency Training.
- 1.1.6 On-car Training: means the training received under the direct supervision of a Preceptor when the students are in an ambulance.
- 1.1.7 Emergency Training: means the training received under the direct supervision of a Preceptor when the students are in an emergency department.
- 1.1.8 Preceptor: means a skilled practitioner or faculty member who supervises students in a clinical setting to allow practical experience with patients.
- 1.1.9 Graduate: means a student who has successfully completed all courses of the Contractor's PCP Program.
- 1.1.10 Student: Member of Canadian Forces and may include military members of a foreign country.
- 1.1.11 Successfully Complete: means the student has met the Contractor's minimum standard of the PCP Program.
- 1.1.12 Remediation: Academic and/or practical assistance provided to a student upon his/her verbal request to a PCP Program instructor or Preceptor. A PCP Program instructor or Preceptor may

provide this assistance to a student identified as "weak" prior to or following any type of written or practical examination.

## **2. BACKGROUND**

- 2.1 The Canadian Forces Health Services Training Center (CF H Svc TC) is responsible for the medical training of all Canadian Forces Medical Technicians (Med Techs) at all levels of competence within the CF. Med Techs are integral members of the military health care team who assist physicians, physician assistants and nurses in the treatment of the sick and injured across the full spectrum of operational settings and in static units of the Canadian Forces.
- 2.2 Med Techs have completed high school with biology, chemistry or physics credits and hold the equivalent of an Ontario class G type of license. The average age of a Med Tech when they join the Canadian Forces is twenty-three (23). The first stage of their training is the ten-week Basic Military Qualifications course at the Canadian Forces Leadership and Recruit School. This training provides the basic core skills and knowledge common to all trades. One goal of this program is to ensure that all recruits maintain the Canadian Forces physical fitness standard, as a result, the training is physically demanding. Candidates from the Reserve Force may also be selected to attend PCP Training. Reservists would hold equivalent qualifications. Military members of a foreign country may also be selected to attend PCP Training. The CF HS will ensure that the military members of a foreign country have the same level of training as Med Techs prior to the start of the PCP Program.
- 2.3 Basic Occupational Qualification (BOQ): Med Tech training at Qualification Level 3 (QL3), or BOQ, consists of three (3) components as follows:
  - 2.3.1 Primary Care Training (Clinical Component): CF H Svcs TC Borden provides this training to assist in the efficient operation of garrison or deployed medical clinics and hospitals. They have the knowledge and ability to screen and examine patients, take vital signs, administer ordered treatments and procedures while working in a clinical environment (Field Hospital, Advanced Surgical Centre, Unit Medical Station or Base Clinic). Students undertake the Clinical Component in order to reinforce foundations skills prior to PCP Training.
  - 2.3.2 Pre-Hospital Care Training (Emergent Component) (referred to herein as PCP Training): CF H Svcs TC Borden does not currently provide this training. The Contractor is to provide this training as described in this SOW.
  - 2.3.3 Military Field Training (Field Component): CF H Svcs TC Borden provides this training to students so that they are acquainted with how to perform their duties in a deployed setting. Students undertake the Field Component after PCP Training.
- 2.4 PCP Training throughput has remained fairly consistent with an annual production of approximately 100 English graduates. As a result of increases or decreases in the operational tempo and Canadian Forces Health Services manning levels, the CF HS may need to increase or decrease the Med Tech QL3 training output. This paragraph is a brief historical outline of the health services PCP Training requirements and is not intended to be representation of the requirement contained in this SOW.
- 2.5 Appendix B provides an outline and brief description of the Primary Care Training and Military Field Training conducted at CF H Svcs TC Borden.
- 2.6 Appendix C provides a Course Reference List with regard to publications in use.

## **3. OBJECTIVE**

- 3.1 The objective is to obtain the services of a Contractor to:

- 3.1.1 Deliver a PCP program within 110 to 150 training days, from start to finish, and ensure that it continues to meet the standards and objectives of the Ministry of Education and/or the Ministry of Health in the province where the program is conducted and, additionally, meets the standards of the National Occupational Competency Profiles (NOCP) of the Paramedic Association of Canada found at web site: <http://paramedic.ca/nocp/>.
- 3.1.2 Deliver the PCP Training in Canada, in English, to designated students on an "as and when requested basis" and provide all required teaching facilities;
- 3.1.3 Provide transportation, accommodations and meals for Students as applicable during the delivery of the PCP Program; and
- 3.1.4 Obtain and maintain conjoint Canadian Medical Association (CMA) accreditation of the PCP Program that is delivered to the Students.

#### **4. SCOPE**

- 4.1 The Contractor must deliver a PCP Program to Students on an "as and when requested" basis. The PCP Program delivered to Students must meet the standards and objectives of the Ministry of Education or the Ministry of Health in the province where the program is conducted and must meet the standards of the National Occupational Competency Profiles (NOCP) of the Paramedic Association of Canada found at web site: <http://paramedic.ca/nocp/>.
- 4.2 The PCP Program delivered to Students must be broken down into units of study or courses. Each unit of study or course will be followed by a formal evaluation of students.
- 4.3 The Contractor must facilitate students' attempts to obtain a provincial Primary Care Paramedic license, upon completion of the PCP Program, from the provincial regulatory agency in accordance with article 12.2.1. This will allow graduates to transfer their license as required under the Agreement on Internal Trade to provinces where they may be posted for employment.
- 4.4 The maximum number of students per PCP Program will be thirty-two (32) and the minimum number of Students per PCP Program will be ten (10).

The estimated number of PCP Programs per year and a half (1.5) of the contract could be up to five (5). These estimates are only an approximation given in good faith by Canada and does not constitute a contract guarantee.

- 4.5 The Contractor must obtain and maintain conjoint CMA accreditation of the PCP Program delivered to students in accordance with article 15.1.

#### **5. LANGUAGE REQUIREMENTS**

- 5.1 The Contractor must provide all correspondence, documents, course materials, and instruction to Students in the English language.
- 5.2 All conference calls, discussions or visits from DND staff to the training site must be conducted in either the English or the French language depending on the attendees involved in the conference calls or discussions.

#### **6. SCHEDULE**

- 6.1 The PCP Program length must be no less than 110 training days and no more than 150 training days and must include a minimum of 180 hours for the combined On-Car and Emergency Placement Training. The PCP Program length does not include administrative days as described in article 6.5 or licensing activities as described in articles 12.2.1 and 12.2.2. Simulation activities

may also account towards the minimum hours required as supported by NOCP and accreditation requirements.

- 6.2 If requested, the Contractor must provide up to five (5) deliveries of the PCP Program over the course of a year and a half (1.5). The Contractor must provide instructors and Preceptors and the accompanying materials for each delivery as identified in the approved Task Authorization.
- 6.3 All Classroom Training and Practical Skills Training must be provided at Contractor provided facilities between the hours of 8:00 a.m. and 5:00 p.m. daily, Monday through Friday. Training must not exceed 7.5 hours daily or include weekend work without prior written approval from the Technical Authority (TA). Remediation may occur outside of these hours. Rest breaks, e.g. morning and afternoon coffee break, must be included in the 7.5 hours set aside for training. A minimum of 30 minutes to a maximum of 60 minutes must be permitted for the lunch meal hour. This meal break is separate from the 7.5 hours set aside for training.
- 6.4 The On-car and Emergency Training must not exceed twelve (12) hours at a time without prior written approval by the TA. There must be at least an 8-hour break between work shifts. Students must be given a 24-hour break after having completed two consecutive 12-hour shifts with an 8-hour break between them and must not be required to work more than 48 hours over a seven day period. Weekend shifts will be permitted.
- 6.5 Institutional professional development days are the responsibility of the Contractor and will not be included in the timings of any PCP Programs. In coordination with the TA, the CI will determine when each PCP Program is scheduled. All PCP Programs must be scheduled in accordance with the following guidelines:
  - a) A maximum of three (3) administrative days may be included in the schedule for in-clearances, out-clearances and graduation. Activities may include, but are not limited to, orientation to facilities, safety briefing, program overview, registration, moving in to accommodations, moving out, returning keys and pass keys, and receiving grade reports. These activities do not include facilitation of licensing.
  - b) No training is to be provided during holiday periods as follows:
    - i. Christmas Day, Boxing Day, and New Year's Day: Students will be given a two or three week break during the Christmas/New Year's holiday period as specified on the Task Authorization at time of issue;
    - ii. Good Friday and Easter Monday;
    - iii. Victoria Day: May;
    - iv. Canada Day: July;
    - v. Labour Day: September;
    - vi. Thanksgiving: October;
    - vii. Remembrance Day: November; and
    - viii. On recognized provincial holidays as applicable to the province of training.
- 6.6 The first PCP Program will begin no sooner than four weeks (4) after Contract award.
- 6.7 The dates of all PCP Programs will be identified in the Task Authorization. A draft schedule of future PCP Programs will be provided to the Contractor during the start-up meeting described in article 17.1.

## **7. TRAINING MATERIALS AND SUPPLIES**

- 7.1 The Contractor must provide students, during the delivery of the PCP Training, with the most current versions (published within no more than five years of the PCP Program start date) of any and all required training materials, training aids, learning aids, equipment, software, manuals,



textbooks and workbooks required for the PCP Program. Students will retain manuals, hand-outs, workbooks and textbooks upon completion of PCP Training.

- 7.2 The Contractor must provide the TA and CI with a copy of all manuals, hand-outs, workbooks and textbooks (in hardcopy and PDF soft copy where available) that will be provided to students during the PCP Training, no later than 30 calendar days after Contract award. If changes occur to the manuals, hand-outs, workbooks and textbooks, the Contractor must provide the TA and CI with a revised copy (in hardcopy and PDF soft copy where available) for review a minimum of two weeks prior to the start of any PCP Program for which their use is proposed.
- 7.3 The Contractor must supply the students with school supplies upon the start of the PCP program and as and when required. At a minimum, the following items must be provided to students individually: pencils, erasers, ballpoint pens, highlighters, three-hole lined notebooks, three-holed lined refill paper, binders, and duo-tangs. At a minimum, the following items must be provided to students as a group within the classroom: glue sticks, stapler, staples, rulers, calculators, scissors, three-hole punch, two-hole punch and markers.
- 7.4 The Contractor must prepare, maintain, and update the applicable PCP Training materials as required at no additional cost to Canada. The Contractor must keep all PCP Training materials current with changes to Government of Canada and provincial regulations, educational requirements and/or laws in the province where conducted.
- 7.5 The Contractor must provide the TA with a list of the On-car and Emergency Training supplies required for each student no later than five calendar days after Contract award. DND will provide students with immunizations, criminal records check, first aid or CPR training and uniforms.

## **8. FACILITIES**

- 8.1 The Contractor must provide the TA and CI with a list (in PDF soft copy) of facilities where the Students will be doing their On-car and Emergency Training prior to the start-up meeting as detailed in article 17.1, and if facilities are added or deleted, must provide a revised list of the changes to the TA and CI before the start of the On-Car and Emergency Training of the PCP Program.
- 8.2 The Contractor must provide each student with access to library services and the Internet between, at a minimum, the hours of 8:00am to 5:00pm from Monday to Friday on-site at the Contractor provided training facility for research purposes during the Classroom Training and Practical Skills Training.
- 8.3 The Contractor must provide students with access to fitness facilities, that include various cardiovascular and weight training equipment, throughout the duration of the PCP Program that they will be able to use free of charge.
- 8.4 Facilities must meet the federal, provincial and municipal health and safety standards.
- 8.5 The Contractor must provide office space for a Canadian Forces Coordinator who will be coordinating student training issues with the CF H Svc TC. The coordinator assists the CI in the performance of his/her duties in accordance with article 1.1.1. The coordinator will require a desk, chair, telephone, desktop PC and internet access.
- 8.6 The Contractor must provide a meal facility where Students can sit down and have their meals. The individual Student rooms would not be considered a meals facility for this purpose.

## **9. TEACHING METHODS**

- 9.1 The Contractor must use teaching methodologies during the PCP Training that employ active



rather than passive methods of learning. The following teaching methodologies must be the primary methods utilized during the PCP Training:

- a) Simulation;
- b) Role-playing;
- c) Demonstration;
- d) Drill and practice;
- e) Hands on (experiential);
- f) Case study; and
- g) Projects.

## **10. INSTRUCTORS AND PRECEPTORS**

10.1 The Contractor must deliver the PCP Program with a minimum of the following instructor or Preceptor to student ratios:

- a) 1:32 for the Classroom Training and testing;
- b) 1:8 for the Practical Skill Training and testing;
- c) 1:4 for the Emergency Training; and,
- d) 1:1 for the On-car Training.

10.2 The Contractor must provide qualified Classroom and Practical Skills Training instructors and On-car and Emergency Preceptors in accordance with paragraph 10.3, who are proficient in the language of English, oral and written, for each PCP Program to be delivered.

10.3 Within fourteen 14 calendar days of receipt of the Task Authorization, the Contractor must submit the curriculum vitae of each of its proposed instructor(s) and Preceptor(s) for the PCP Program to the attention of the CI. The CI will review the submitted curricula vitae for compliance with the minimum qualifications detailed herein.

- a) The instructor(s) must possess the following qualifications as a minimum:
  - i. Four (4) consecutive years of professional experience within the last ten (10) years, working in emergency departments, pre-hospital care, or on an ambulance. The individual has participated in the maintenance of their emergency or pre-hospital clinical skills within the past two years. Experience from overlapping time periods will only be counted once;
  - ii. At least one year of professional experience within the past two years teaching at a recognized provincial or federal institution in the pre-hospital, emergency care, or medical fields. Experience from overlapping time periods will only be counted once;
  - iii. Formal training within the pre-hospital, emergency care or the medical profession or is certified as a Primary Care Paramedic or higher;
  - iv. Formal training or qualifications as an adult educator or higher within a college or recognized provincial or federal institution;
  - v. A certified member and in good standing of the applicable Canadian provincial association as follows: Medical Association; or Nursing Association; or Paramedic Association; or other provincial or national professional organizations. The Contractor must provide proof in the form of a copy of the letter, certificate, membership card, or similar documentation that confirms the individual's membership; and

- vi. The instructor(s) that perform medical acts during the PCP Program, must be covered by the appropriate insurance normally required for the performance of their professional duties. The Contractor must provide proof of this insurance at the request of the Contracting Authority.
- b) The Preceptor(s) must possess the following qualifications as a minimum:
- i. Four (4) consecutive years of professional experience within the last ten (10) Years, working in emergency departments, pre-hospital care, or on an ambulance. The individual has participated in maintenance of emergency or pre-hospital clinical skills within the past two (2) years. Experience from overlapping time periods will only be counted once;
  - ii. Formal training as a certified Primary Care Paramedic or higher within the pre-hospital, emergency care or the medical profession;
  - iii. A certified member and in good standing of the applicable Canadian provincial association as follows: Medical Association; or Nursing Association; or Paramedic Association; or other provincial or national professional organizations. The Contractor must provide proof in the form of a copy of the letter, certificate, membership card, or similar documentation that confirms the individual's membership; and
  - iv. The preceptor(s) that perform medical acts during the PCP Program must be covered by the appropriate insurance normally required for the performance of their professional duties. The Contractor must provide proof of this insurance at the request of the Contracting Authority.
- 10.4 If required during the duration of the Contract, the Contractor must provide qualified replacement instructors and Preceptors to substitute or replace any instructor or Preceptor that has been approved by the CI. Any replacement instructor and/or Preceptor must meet all the minimum qualifications specified above. The curriculum vitae of the replacement instructor or Preceptor must be provided to the CI for review and approval. If the CI does not approve the replacement instructor or Preceptor, the Contractor must propose another instructor or Preceptor within two (2) business days.

## **11. EVALUATION AND REMEDIATION**

- 11.1 The Contractor must evaluate each student attending the PCP Program and provide written reports in accordance with the Contractor's Evaluation and Remediation plan described in article 11.2.
- 11.2 The Contractor must provide the evaluation and remediation plan to the TA and CI at the start-up meeting described in article 17.1 and update them as required when changes are made to the Evaluation and Remediation plan. The Evaluation and Remediation plan must conform to the following constraints:
- 11.2.1 The Contractor must provide a report on the results of the student evaluations (passes and failures) to the CI and the TA. The CI and TA must receive these reports no later than one week after the end of the course or unit of study for the PCP Program and at the end of the PCP Program.
- a) The report at the end of each course or unit of study for the PCP Program must include the following information where applicable:
    - i. The PCP Program dates;

- ii. The total number of students at the start of the course or unit of study;
  - iii. The total number of students who were inserted during that specific course or unit of study, as well as the date of their insertion;
  - iv. The total number of Students who dropped out during that specific course or unit of study, as well as the date that they dropped-out; and
  - v. The number and names of the students that passed, and the number and names of the students that failed the course or unit of study.
- b) The report at the end of the PCP Program must include the following information:
- i. A list of the students who did not successfully complete the PCP Program;
  - ii. A list of the students who successfully completed the PCP Program; and
  - iii. The final course schedule for the completed PCP Program, as it occurred, including any and all revisions made during the delivery of the completed PCP Program.

- 11.2.2 The Contractor must contact the CI by phone or e-mail within one business day when it has identified that a student is experiencing academic or disciplinary difficulties. Generally, a student will be allowed to continue training until a Training Review Board conducted by CF H Svcs TC, chaired by the CI, renders a decision. If a student fails to meet objectives at any point throughout a course or unit of study or the PCP Program, the Contractor must provide the CI with a written evaluation within five business days in hardcopy and PDF soft copy. In coordination with the TA, the CI and Contractor will jointly determine whether the student will be permitted to continue with training, be re-inserted into the PCP Program, or be re-inserted into another PCP Program and if so, when, i.e., determine if the student will be given credit for objectives already achieved;
- 11.2.3 The Contractor will provide remediation to Students who are experiencing difficulties during the Classroom Training, Practical Skills Training or On-car and Emergency Training placements of the PCP Program; and
- 11.2.4 Any and all retesting must be accomplished within five business days of a Student's failure to meet the objectives of the PCP Program. No retesting shall be permitted beyond five business days without prior written approval of the TA.

## **12. CERTIFICATION AND LICENSING**

- 12.1 The Contractor must provide each student with a student transcript, and certificate or diploma upon successful completion of the PCP Program. At a minimum the certificate or diploma will include the student's rank, given name or initials, family name, course start and end dates and the course session number. The Contractor must also forward a copy of the student transcript and certificate or diploma to the CI within five calendar days of completion of the PCP Program.
- 12.2 The Contractor must facilitate provincial paramedic licensing of PCP graduates. Where licensing is separate from the award of the PCP certificate, a plan is required to have the graduates attempt licensing immediately upon completion of the PCP program, i.e., the first business day after PCP graduation. No more than five (5) business days will be allowed in order to process the graduates for licensing, permitting time for those who fail a first attempt to undertake one or two more attempts following remediation. No later than five (5) business days before the start-up meeting, the Contractor will provide the licensing plan to the TA. The Contractor must maintain and update the plan as necessary. The TA will review the Contractor provided plan as and when required. The Contractor must address any concerns raised by the TA within seven (7) calendar days of notification. Facilitation of licensing/certification activities must include but are not limited to:
- a) Scheduling any testing and making all necessary arrangements with the provincial regulatory agency;

- b) Transportation of Students to and from any testing sessions;
- c) Pre-test preparation session(s);
- d) Remediation following any failed attempts by students; and
- e) Paying the licensing fees, including application fees and any other associated fee(s) with regard to licensing, on behalf of students unless prohibited by provincial regulations. These fees will be reimbursed in accordance with Annex B Basis of Payment.

12.3 Where possession of an Emergency Vehicle driver's license is required for a PCP program, the Contractor must facilitate obtaining such a license for PCP students. A maximum of four (4) business days will be allowed to gain the required class of license before the PCP Program commences. Facilitation of licensing activities must include but are not limited to:

- a) Scheduling any testing and making all necessary arrangements with the provincial regulatory agency;
- b) Transportation of Students to and from any testing sessions,
- c) Pre-test preparation session(s);
- d) Remediation following any failed attempts by Students; and
- e) Paying the licensing fees on behalf of students unless prohibited by provincial regulations. These fees will be reimbursed in accordance with Annex B Basis of Payment.

### **13. ACCOMMODATIONS AND MEALS**

13.1 For the duration of each PCP Program, including administrative days, PCP licensing days and Emergency Vehicle driver's licensing days, the Contractor must provide student accommodations, on an "as and when requested" basis, in accordance with the Contractor's Accommodations Plan described in 13.2.

13.2 The Contractor must provide the TA and CI with the Accommodations Plan no later than 5 working days before the start-up meeting described in paragraph 17.1 and as required when changes are made to the Accommodations Plan. The Accommodations Plan must be in accordance with the plan described in the Contractor's bid and must at a minimum meet the following requirements:

- a) A maximum of two (2) same-sex Students per room;
- b) A dead bolt lock and chain lock, or an alternative acceptable to the CI, on the door of each Student room and controlled access to the accommodations facility;
- c) Furnished student rooms to include the following for each Student:
  - i. a desk and a chair;
  - ii. a bedside table with a lamp;
  - iii. closet space;
  - iv. two bath towels, one hand towel and one face cloth;
  - v. a bed with two pillows; and
  - vi. bed linens to consist of:
    - ♦two sheets,
    - ♦two pillow cases,
    - ♦one blanket, and
    - ♦one bed spread.
- d) In the case of accommodations where the bathroom is integral to the room, a minimum of one toilet, sink, and shower must be included in each student room. In the case of accommodations where the bathroom is not integral to the room, common toilet, sink and

- shower facilities may be proposed; however a minimum ratio of one toilet, one sink and one shower per two students must be respected.
- e) A minimum of one (1) television with free cable or satellite service per student room;
  - f) A minimum of one (1) ironing board and iron per student room;
  - g) A minimum of one (1) clock radio with alarm per student room;
  - h) Weekly housekeeping services to consist of general cleaning of rooms (i.e., dusting of furniture, vacuuming of floors, cleaning of bathrooms), change of linens and towels. The Students are responsible for making their own beds;
  - i) The student accommodation facilities must be within one-hour road or highway driving time of the Contractor provided Classroom, Practical Skills, On-car and Emergency Training facilities;
  - j) Parking and Student personal laundry facilities and laundry services must be made available at the accommodation facilities. Unless provided free of charge, any fee for using the laundry facilities or laundry services will be obtained directly from the individual Student;
  - k) Telephone services will be available in each room with free local calls. Long distance calls will be the responsibility of the individual Students unless otherwise provided free of charge;
  - l) The enforcement of a silent hours policy between 11:00pm to 6:00am; and
  - m) Access to vending machines to obtain beverages (e.g., water, milk, juices).
- 13.3 For the duration of each PCP Program, including administrative days, PCP licensing days and Emergency Vehicle driver's licensing days, the Contractor must provide daily meals to each Student, on an "as and when requested" basis, in accordance with the Contractor's meal plan described in article 13.4.
- 13.4 The Contractor must provide the TA and CI with the meal plan no later than five working days before the start-up meeting described in article 17.1 and as required when changes are made to the meal plan. At a minimum, the meal plan must be in accordance with the plan described in the Contractor's bid, must conform to the requirements laid out within the Canada's Food Guide and must be in accordance with the following guidelines:
- a) Each Student must receive three (3) meals daily, breakfast, lunch, and dinner, seven (7) days a week for the duration of the PCP Program. The meal plan must contain enough variety in the lunch and dinner options so that students are able to make a different selection from one day to the next;
  - b) The meal plan must include the Contractor's strategy for providing meals during the PCP Program including while the Students are required to attend Emergency and On-car Training;
  - c) The meal plan must include strategies for Students with food allergies (e.g., peanut, fish) or Students who are vegetarians or other special requirements;
  - d) All daily meals must include a minimum of two (2) choices from each of the four main food groups as per Canada's Food Guide;
  - e) All daily meals must include at least one (1) hot meal choice except when Students are

provided box meals for the Emergency and On-Car Training. Box meals may also be provided in the case of remediation after normal working hours or for lunch during Classroom and Practice Skills Training. In these instances, a hot meal choice must be included, e.g., meal choices that can be warmed in microwave, delivery of hot soup for meal period; and

- f) The meal plan must include the locations and short description of the meal facility(ies).

#### **14. Transportation**

- 14.1 For the duration of each PCP Program, including administrative days and PCP licensing days and Emergency Vehicle driver's licensing days, the Contractor must provide transportation to Students in accordance with the Contractor's Transportation Plan described in article 14.2.
- 14.2 The Contractor must provide the TA and CI with the Transportation Plan no later than 5 working days before the start-up meeting described in paragraph 17.1 and as required when changes are made to the Transportation Plan. The Transportation Plan must conform to the following constraints:
  - a) Transport Students from the Contractor provided accommodations to all Contractors provided training facilities;
  - b) Transport Students between facilities as required during the On-car and Emergency Training of the PCP Program;
  - c) Transport Students back to their accommodations from all Contractors provided training facilities at the completion of the training day or at the end of their On-car and Emergency Training placement shifts. The maximum wait times for transportation pickup at the Contractor's training facility, and the On-car and Emergency Training placement facility after completion of the Students shifts is 60 minutes (Note: should the successful bidder propose a shorter wait time in their technical bid, the proposed wait time will replace the 60 minutes indicated here);
  - d) Although the Contractor must provide transportation to Students, Students may request to drive their own automobiles to and from training facilities. In such cases, Students will follow the Contractor's processes, protocols or guidelines for self-drive as described in their Transportation Plan; and
  - e) Public transportation in the form of bus or subway passes will be accepted if the travel time between accommodations and training venues, including any required transfers, is sixty minutes or less. In the interest of safety, the use of public transportation for Students between 8:00pm and 6:00am will not be considered.
- 14.3 The TA will review the Contractor's Transportation Plan for the PCP Program, as and when required. The Contractor must address any concerns raised by the TA within seven (7) calendar days of notification.

#### **15. ACCREDITATION**

- 15.1 The Contractor must obtain, within 78 weeks of the completion of the first PCP Program, conjoint accreditation through the CMA of the PCP Program given to Students.
- 15.2. Four months after the start of the Program, the Contractor must provide to the TA and CI a copy of the CMA assessment dates and schedule of Student interviews as part of the accreditation requirements. For Students who undertake the PCP Program and have been posted to units, the Contractor must contact the CI in order to facilitate participation from those students so that they

meet the accreditation requirements.

- 15.3 The Contractor must provide the following documentation to the TA and CI no later than thirty (30) calendar days after their receipt by the Contractor:
  - 15.3.1 A copy of the CMA accreditation certificate, including copies of the certificates for partner sites;
  - 15.3.2 The letter stating that accreditation has been granted and the guidelines and standards for continued compliance; and
  - 15.3.3 A list of Students who graduated prior to accreditation and an original signed letter that identifies the Student and informs them that the PCP Program that they received is now accredited. The CI will distribute the letters to the graduates' units.
- 15.4 On an annual basis, on or before April 30, the Contractor must provide to the TA and CI a report listing the CMA requirements for continued compliance of the PCP Program, the associated actions of the Contractor to maintain its accreditation, and the status of its achievement of the 6-year accreditation.
- 15.5 Thirty (30) calendar days after having received them from CMA, the Contractor must provide to the TA and CI the initial and subsequent written evaluations and validation reports provided by the CMA to the Contractor on the PCP Program.

## **16. ADMINISTRATION**

- 16.1 The Contractor must provide a single point of contact to the TA, before or during the start-up meeting described in article 17.1, who will coordinate the following services and information to the TA during the Period of Work:
  - a) Invoice issue resolution;
  - b) Scheduling of PCP Programs, including acceptance of Task Authorization submissions;
  - c) Services related to changing the PCP Program as described in article 17.5;
  - d) Annual statistics on Students and PCP Program pass and failure rates (hardcopy and PDF soft copy). For reporting purposes, the training year is from April 1 to March 31 of the following year. Statistics shall be effective as of March 31 and forwarded to the TA no later than April 30 for each training year and upon contract end-date; and,
  - e) Evaluation and validation reports provided to the CMA as per paragraph 15.5.

## **17. MEETINGS, PROGRAM EVALUATION, AND COMMUNICATIONS**

- 17.1 A minimum of two weeks before the beginning of the first PCP Program, DND, and PWGSC will attend a start-up meeting with the Contractor. The meeting will be held at the Contractor's training facility and will include:
  - 17.1.1 A tour of the training areas where the Students will be receiving the Classroom Training and Practical Skills Training;
  - 17.1.2 A tour of the Student accommodations;
  - 17.1.3 A review of the final PCP curriculum and PCP Training draft schedule for the first year;
  - 17.1.4 A discussion and tour of the On-car and Emergency Training facilities. A tour of a representative



sample of the On-car Training facilities is sufficient in the event that multiple facilities are going to be used;

- 17.1.5 A tour of the library services, including Internet services;
- 17.1.6 A general overview of the PCP Program that will be delivered to Students; and
- 17.1.7 A face to face meeting with the primary contact personnel for Contract and invoicing issues, course scheduling and disciplinary or training issues. The Contractor must provide the TA a written contact list of all personnel directly involved in the administrative and financial support of the PCP Program at the start-up meeting or prior to the start-up meeting.
- 17.2 Progress review meetings between DND and the Contractor will be held up to twice a year at the TA's discretion at the Contractor's facility. PWGSC may participate via teleconference or face-to-face. The TA will organize the meeting, develop the agenda and will be responsible for the record of the minutes for all progress review meetings with the Contractor.
- 17.3 The TA and CI will evaluate the PCP Training on an on-going basis, ensuring that the service is meeting the objectives of the Contract. This may take the form of conference calls, faxes or visits to the training site. On-site evaluations, should they occur, may consist of DND staff visiting the Contractor's training establishment, talking to the Students and observing the instruction. DND will be responsible for the cost of all surveys, conference calls or visits by DND staff.
- 17.4 The Contractor must, every two (2) months, conduct formal student surveys on all components of the PCP Program, including, but not limited to, training materials, instructor performance, transportation, accommodations, meals and the On-car and Emergency facility experience. results of surveys conducted by the Contractor on the PCP Program of Students will be provided to the TA and CI within two weeks of the results being available, during the conference calls referred to in Article 17.3. The Contractor must implement agreed upon changes, if any, within two (2) weeks of the conference call. The Contractor will be responsible for all costs associated with conducting formal student surveys and any requested changes.
- 17.5 If changes occur to PCP Training the Contractor must provide the TA and CI with a revised copy (in hardcopy and PDFsoft copy where available) of the PCP Program curriculum for review a minimum of two (2) weeks prior to the start of any PCP Program for which its use is proposed. Along with the revised copy of the PCP Program curriculum, the Contractor must:
  - a) Identify the rationale for any changes to the PCP Training, when the changes will be implemented and if the PCP Training changes are due to feedback received from the formal student evaluations described in article 17.4, changes by the Ministry of Health in the province where conducted, or in the standards and objectives set by the Ministry of Education in the province where conducted or by the Paramedic Association of Canada's NOCP;
  - b) Provide a description outlining the changes to the updated PCP Program content, including but not limited to, changes to PCP Program objectives;
  - c) Outline any changes to PCP Program length as defined in article 6.1. Any and all recommended changes to the length of the PCP Program as defined at paragraph 6.1 will require the approval of the TA; and,
  - d) Outline whether the PCP Program changes will require additional pre-course requirements or pre-requisites of the Students.
- 17.6 If 20% or more of any given cohort fail to successfully complete an individual course or unit of study, or 20% or more fail to successfully complete the PCP Program, the Contractor must



analyze the deficiencies and provide to the TA and the CI the following information within one (1) month of the completion of the individual course or of the PCP Program as the case may be:

- 17.6.1 An analysis of the deficiencies, to include specific objectives of individual courses or the PCP Program, and the percentage of Students who failed to successfully complete the objective;
- 17.6.2 A breakdown of the presumed reasons for the failures, to include Student participation, disciplinary or administrative issues, course material or instructor performance; and,
- 17.6.3 The plan to correct the deficiencies within the PCP Program if related to administration issues, course material or instructor performance. After the TA and CI approve the plan, the Contractor must implement the plan.

## **18. SPECIAL REQUIREMENTS AND EXCLUSIONS**

- 18.1 The Contractor must provide PCP Training with due regard for Student safety. The Contractor must provide the TA with an Emergency and Safety Plan that will apply to the Students while at training facilities or their accommodation, no later than five (5) working days before the start-up meeting. The Contractor must maintain and update the Emergency and Safety Plan as necessary. The plan is subject to TA approval. The TA will review the Contractor provided plan as and when required. The Contractor must address any concerns raised by the TA within seven (7) calendar days of notification;
- 18.2 The Contractor must provide the TA with the labour contingency plan for labour disruption(s) that affects the delivery of the PCP Program no later than five (5) working before the start-up meeting. For example, a strike by ambulance preceptors could delay production of PCP graduates. A plan is required in order to mitigate disruptions. The Contractor must maintain and update the contingency plan as necessary. The TA will review the Contractor provided plan as and when required. The Contractor must address any concerns raised by the TA within seven (7) calendar days of notification;
- 18.3 The TA will review and approve:
  - a) all PCP Training materials,
  - b) the Transportation plan,
  - c) the Accommodations plan,
  - d) the Meal plan,
  - e) the Emergency Vehicle driver's licensing plan,
  - f) the PCP licensing plan,
  - g) the Evaluation and Remediation plan, and
  - h) the Accreditation requirements.

or any changes thereto, prior to the commencement of, or during the delivery of, each PCP Program. The Contractor must not implement any plans without the prior approval of the TA. The Contractor must address any concerns raised by the TA within seven (7) calendar days of notification.

- 18.4 The requirement for Students to complete a pre-program learning package in any form will not be considered as part of this Contract.

## **19. DELIVERABLES**

- 19.1 The Contractor shall deliver all items included in Appendix A - Deliverable Table.

**Appendix A**

**Deliverable Table**

Item #	Description	Delivery Date	Number of Copies	Format	Delivered To	SOW Reference
	<b>Training Materials and Supplies</b>					
1	Training materials for each DND student attending a PCP program	During the delivery of each PCP Program	One per DND Student	As Required	Each DND Student	7.1
2	Copy of all PCP Training materials	No later than thirty (30) calendar days after Contract award. If changes occur, a revised copy, a minimum of two (2) weeks prior to the start of any PCP Program	Four	hard copy & where available PDF soft copy	TA and CI	7.2
3	School supplies	At the beginning of each PCP Program and as and when required	NA	NA	Each DND student or for entire class as applicable	7.3
4	List of the On-Car and Emergency Training supplies requirements	No later than five calendar days after Contract award	One	hard copy or PDF soft copy	TA	7.5
5	<b>Facilities</b> List of facilities for the On-Car and Emergency Training	Prior to the start-up meeting as detailed in paragraph 17.1 and as required	Two	hard copy or PDF soft copy	TA and CI	8.1
	<b>Instructors and Preceptors</b>					
6	Submit the curriculum vitae of proposed instructor(s) and/or Preceptor(s)	Within fourteen calendar days of receipt of the Task Authorization	One	hard copy or PDF soft copy	CI	10.3
7	Submit the curriculum vitae of replacement instructor(s) and/or Preceptor(s)	As required	One	hard copy or PDF soft copy	CI	10.4
	<b>Evaluation and Remediation</b>					
8	DND Student Evaluations	As detailed at 11.1	One per DND student	hard copy of each DND student assessment	CI	11.1
9	Evaluation and Remediation Plan	At the start-up meeting and as and when required	Two	hard copy or PDF soft copy	TA and CI	11.2
10	Report on the results of DND student evaluations at the end of each course or unit of study	Within one week after the end of a course or unit of study of any PCP Program	Two per course or unit of study	hard copy or PDF soft copy	TA and CI	11.2.1
11	Report on the results of DND student evaluations at the end of any of the PCP Program	Within one week after the end of the PCP Program	Two per PCP Program	hard copy or PDF soft copy	TA and CI	11.2.1
12	Written evaluation when DND student fails to meet objectives at any point throughout a course or unit of study	Within five business days when a DND student fails to meet objectives at any point throughout a course or unit of study	Two	hard copy and PDF soft copy	CI	11.2.2
	<b>Certification and licensing</b>					
13	Certificate or Diploma and student transcript	Original upon successful completion of the PCP Program by DND student and copy within five calendar days of completion of the PCP Program	Two	hard copy	Original to each DND student and copy to CI	12.1
14	Licensing plan	5 working days before the start-up meeting and as and when required	One	hard copy or PDF soft copy	TA	12.2
	<b>Accommodation and Meals</b>					
15	Accommodation Plan	5 working days before the start-up meeting and as and when required	Two	hard copy or PDF soft copy	TA and CI	13.2
16	Meal Plan	5 working days before the start-up meeting and as and when required	Two	hard copy or PDF soft copy	TA and CI	13.4
	<b>Transportation</b>					

17	Transportation Plan	5 working days before the start-up meeting and as and when required	Two	hard copy or PDF soft copy	TA and CI	14.2
	<b>Accreditation</b>					
18	CMA assessment dates and schedule for Student interviews	Within four (4) months after contract award	Two	hard copy or PDF soft copy	TA and CI	15.2
19	CMA Accreditation Certificate for the PCP Program, including copies of the certificates for partner sites	Within thirty calendar days of receipt	Two	hard copy or PDF soft copy	TA and CI	15.3.1
20	The letter stating that CMA accreditation has been granted and the guidelines and standards for continued compliance	Within thirty days of receipt	Two	hard copy or PDF soft copy	TA and CI	15.3.2
21	A list of DND student who graduated prior to accreditation and an original signed letter that identifies the DND student and informs them that the PCP Program that they received is now accredited	Within thirty calendar days of accreditation of PCP Program	One	hard copy	CI	15.3.3
22	Report listing the CMA requirement for continued compliance of the PCP Program, the associated actions of the Contractor, and status of its achievement of the 6-year accreditation	On or before April 30, every year after having obtained CMA Accreditation for the duration of the contract	Two	hard copy or PDF soft copy	TA and CI	15.3 / 15.4
23	Written evaluations and validation reports provided by the CMA on the PCP Program	Within thirty calendar days of receipt	Two	hard copy or PDF soft copy	TA and CI	15.5
	<b>Administration</b>					
24	Contractor contact list	No later than the Start-up Meeting	One	hard copy or PDF soft copy	TA	16.1
	<b>Meetings, Program, Evaluation and Communications</b>					
25	Start-up meeting at the Contractor's training facilities	Two weeks before the beginning of the first PCP Program	One	N/A	N/A	17.1
26	Progress Review Meeting at the Contractor's facility	Up to twice a year	N/A	N/A	N/A	17.2
27	Results of Contractor evaluation or assessments of PCP Program	Within two weeks after results available	Two	hard copy or PDF soft copy	TA and CI	17.4
28	Changes to PCP Training curriculum	Minimum of two weeks before the start of any PCP Program	Four	hard copy & where available PDF soft copy	TA and CI	17.5
29	Analysis of DND student failures	Within one month of the completion of the individual course or of the PCP Program as the case may be	Two	hard copy or PDF soft copy	TA and CI	17.6
	<b>Special Requirements and Exclusions</b>					
30	Emergency and Safety Plan	5 working days before the start-up meeting and as and when required	One	hard copy or PDF soft copy	TA	18.1
31	Labour Contingency Plan	5 working days before the start-up meeting and as and when required	One	hard copy or PDF soft copy	TA	18.2

## **Appendix B**

### **Primary Care Training and Military Field Training**

**APPENDIX B**

**CANADIAN FORCES HEALTH SERVICES TRAINING CENTRE**

**MEDICAL TECHNICIAN QUALIFICATION LEVEL 3 (QL3) COURSE**

The following is an outline and brief description of the curriculum for Medical Technician Qualification Level 3 (QL3) training. All Performance Objectives (POs) are conducted at the Canadian Forces Health Services Training Centre except for PO 004 - Initiate pre-hospital treatment for trauma and medical emergencies. PO 004 is achieved through completion of the Primary Care Paramedic Course.

SUBJECT	DETAILS	INSTRUCTIONAL	TESTING	TOTAL
		TIME (MIN)	TIME (MIN)	TIME (MIN)
<b>PO 001</b>	<b>Conduct a Patient Assessment</b>		250	250
001.01	Describe the levels of organization of the body and anatomical terminology	100	50	150
001.02	Describe the integumentary system	50	0	50
001.03	Describe the musculoskeletal system	200	0	200
001.04	Describe the nervous system, special senses and endocrine system	250	0	250
001.05	Identify the structures and functions of the circulatory and lymphatic systems	200	50	250
001.06	Identify the structures and functions of the digestive system	100	0	100
001.07	Identify the structures and functions of the urinary system	100	0	100
001.08	Identify the structures and functions of the reproductive system	100	0	100
001.09	Practice aseptic techniques	150	0	150
001.10	Abide by a code of ethics	150	0	150
001.11	Observe medico-legal guidelines	50	0	50
001.12	Interpret medical terminology	100	0	100
001.13	Perform communication skills and techniques	250	0	250
001.14	Record clinical information	150	0	150
001.15	Obtain vital signs	350	100	450
001.16	Test vision	200	0	200
001.17	Test hearing	300	150	450
001.18	Obtain a 12-lead electrocardiogram	350	150	500
001.19	Operate a cardiac monitor/defibrillator	250	150	400
001.20	Perform examination techniques	150	0	150
001.21	Examine the head and neck	350	150	500
001.22	Examine the thorax	300	150	450
001.23	Examine the abdomen	150	100	250
001.24	Examine the musculoskeletal system	700	150	850
001.25	Identify the structures and functions of the respiratory system	100	0	100
<b>PO 001</b>	<b>Totals (Min)</b>	<b>5150</b>	<b>1450</b>	<b>6600</b>

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MEDICAL TECHNICIAN 737  
QUALIFICATION LEVEL 3  
COURSE SERIAL XXXX

SUBJECT DETAILS	INSTRUCTIONAL	TESTING	TOTAL
	TIME (MIN)	TIME (MIN)	TIME (MIN)

SUBJECT	DETAILS	INSTRUCTIONAL	TESTING	TOTAL
		TIME (MIN)	TIME (MIN)	TIME (MIN)
<b>PO 002</b>	<b>Treat Patients</b>		200	200
002.01	Explain the body's response to disease	150	50	200
002.02	Describe respiratory conditions	50	0	50
002.03	Describe cardiovascular conditions	50	0	50
002.04	Describe neurological conditions	50	0	50
002.05	Describe gastrointestinal conditions	50	0	50
002.06	Describe integumentary conditions	50	0	50
002.07	Describe musculoskeletal conditions	50	0	50
002.08	Describe genitourinary conditions	50	0	50
002.09	Describe sexually transmitted diseases	50	0	50
002.10	Describe ear, nose and throat (ENT) conditions	50	0	50
002.11	Describe communicable diseases	50	0	50
002.12	Assist with a minor surgery procedure	450	150	600
002.13	Provide wound care	450	0	450
002.14	Irrigate a wound	150	0	150
002.15	Pack a wound	500	0	500
002.16	Assist the patient with the use of canes and crutches	250	0	250
002.17	Apply support devices	100	0	100
002.18	Apply casts to immobilize injuries of the musculoskeletal system	600	0	600
002.19	Irrigate an ear	50	0	50
002.20	Describe psychological conditions	50	0	50
<b>PO 002</b>	<b>Totals (Min)</b>	<b>3250</b>	<b>400</b>	<b>3650</b>
<b>PO 003</b>	<b>Administer Medications</b>		150	150
003.01	Prepare for medications administration	350	0	350
003.02	Administer topical and oral medications	450	150	600
003.03	Administer parenteral medications	850	150	1000
003.04	Initiate intravenous (IV) therapy	1100	50	1150
<b>PO 003</b>	<b>Totals (Min)</b>	<b>2750</b>	<b>500</b>	<b>3250</b>
<b>PO 004</b>	<b>Initiate Pre-Hospital Treatment for Trauma and Medical Emergencies (PCP PROGRAM)</b>			
<b>PO 004</b>	<b>Totals (Min)</b>	<b>0</b>	<b>0</b>	<b>0</b>



MEDICAL TECHNICIAN 737  
 QUALIFICATION LEVEL 3  
 COURSE SERIAL XXXX

SUBJECT	DETAILS	INSTRUCTIONAL	TESTING	TOTAL
		TIME (MIN)	TIME (MIN)	TIME (MIN)
<b>PO 005</b>	<b>Conduct Medical Operations in a Field Environment (Field Component)</b>			
005.01	Describe how the Geneva Convention influences medical care in an operational environment	50	0	50
005.02	Provide emergency treatment in a nuclear, biological or chemical (NBC) environment	250	0	250
005.03	Describe basic field sanitation measures	50	0	50
005.04	Operate field lighting and heating equipment	200	0	200
005.05	Assist in setting up a limited Medical Care facility	1200	0	1200
005.06	Prepare casualties for transport	400	150	550
005.07	Perform medical operational tasks under environmental conditions	250	0	250
<b>PO 005</b>	<b>Totals (Min)</b>	<b>2400</b>	<b>150</b>	<b>2550</b>
<b>PO 006</b>	<b>Perform Medical Administration and Supply Tasks</b>		50	50
006.01	Maintain medical records	100	0	100
006.02	Manage medical supplies and equipment	150	0	150
006.03	Describe the role and organization of the CFMG	100	0	100
<b>PO 006</b>	<b>Totals (Min)</b>	<b>350</b>	<b>50</b>	<b>400</b>
<b>PO 007</b>	<b>Perform Patient Holding Procedures</b>		100	100
007.01	Prepare a patient unit	250	0	250
007.02	Assist with patient mobility	150	0	150
007.03	Assist the patient with personal hygiene	450	0	450
007.04	Describe the preparation of a patient for a meal	50	0	50
007.05	Describe preparation of patients for diagnostic procedures	100	0	100
007.06	Describe post-operative patient care	200	0	200
007.07	Discuss post mortem care	50	0	50
<b>PO 007</b>	<b>Totals (Min)</b>	<b>1250</b>	<b>100</b>	<b>1350</b>
<b>PO 008</b>	<b>Manage Airway</b>			
008.01	Perform advanced airway management	300	150	450
008.02	Administer Cardiopulmonary Resuscitation (CPR)	400	0	400
<b>PO 008</b>	<b>Totals (Min)</b>	<b>700</b>	<b>150</b>	<b>850</b>

MEDICAL TECHNICIAN 737  
 QUALIFICATION LEVEL 3  
 COURSE SERIAL XXXX

		INSTRUCTIONAL	TESTING	TOTAL
		TIME (MIN)	TIME (MIN)	TIME (MIN)
SUBJECT	DETAILS			
PO 009	<b>Prepare Minor Surgery Supplies and Equipment</b>			
009.01	Prepare supplies and equipment for sterilization	500	0	500
PO 009	<b>Totals (Min)</b>	<b>500</b>	<b>0</b>	<b>500</b>
PO 010	<b>Perform Laboratory Procedures</b>		150	150
010.01	Obtain specimens	250	0	250
010.02	Obtain a venous blood sample using a vacutainer	550	0	550
PO 010	<b>Totals (Min)</b>	<b>800</b>	<b>150</b>	<b>950</b>
QL3	<b>GRAND TOTALS (MIN)</b>	<b>17150</b>	<b>2950</b>	<b>20100</b>

## **Appendix C**

### **Course Reference List**

APPENDIX C - MED TECH QL3 COURSE REFERENCE LIST (CRL)

	MRL #	TITLE	ISBN or NDID #	QUANTITY REQUIRED		
				Stud	Instr	Slds
1	A1(B)	<a href="#">CFP 175 - Canadian Forces Medical Orders, Vol 1, 2 and 3.</a>	A-MD-175-001/AG-001	DIN	DIN	DIN
2	A4(B)	<a href="#">Surgeon General Medical Directives</a> <a href="http://hr.ottawa-hull.mil.ca/health/policies/engraph/surgen_med_dir_home_e.asp?Lev1=7&amp;Lev2=3">http://hr.ottawa-hull.mil.ca/health/policies/engraph/surgen_med_dir_home_e.asp?Lev1=7&amp;Lev2=3</a>	DIN	DIN	DIN	DIN
3	A6(B)	<a href="#">CFP 154 - Medical Standards for the Canadian Forces/Normes Médicales applicables aux forces canadiennes.</a> 1995 <a href="http://hr.ottawa-hull.mil.ca/health/policies/engraph/cfbg_med_standards_home_e.asp">http://hr.ottawa-hull.mil.ca/health/policies/engraph/cfbg_med_standards_home_e.asp</a>	A-MD-154-000/FP-000	DIN	DIN	DIN
4	A13B	<a href="#">CFP-122 - manual on the Geneva Conventions of August 12, 1949 / manuel des Conventions de Geneve du 12 Aout 1949</a> Ottawa: National Defence / Defence Nationale, 1973.	A-JS-007-008/JD-001	DIN	DIN	DIN
5	A14(B)	CFP 114 - Manual of Transportation of the Sick and Wounded. 1980	A-MD-114-000/FP-000	0	1	1
6	A15(B)	CFP 311 - Administration in Battle (Bilingual)1993	B-GL-311-001/FP-001	0	1	1
7	A16(B)	Health Services Support/Service de Santé (Bilingual) 2001-05-30	B-GL-343-001/FP-000	0	1	1
8	A17B PMed	CFP 213 - Canadian Forces Health Manual. 1975	A-MD-213-001/FP-001	0	1	1
9	A18B	General technical aspects of countersurveillance, camouflage and concealment for the Canadian Forces = Aspects techniques généraux de la contre-surveillance, du camouflage et de la dissimulation à l'intention des Forces canadiennes, 4 June 1980	C-02-050-012/PT-000	0	1	1
10	A21B	<a href="#">Specific operations</a> , vol. 2, arctic and subarctic operations, part 2, northern operations, Opérations particulières, vol. 2, opérations dans les régions, arctiques et subarctiques, partie deux, opérations dans les régions nordiques :Ottawa: National Defence / Defense Nationale, 14-Jan-1977	B-GG-302-002/FP-002	0	1	1
11	A22	<a href="#">Air command: aeromedical evacuation reference manual</a> -CFACM 12-200 (INTERIM) / DND.	CFACM 12-200 Interim	0	1	1
12	A37 B	<a href="#">Infantry - volume 3 - the infantry section and platoon in battle</a> c1996	B-GL-309-003/FT-001	0	1	1
13	A50(B)	<a href="#">Operational and support maintenance manual</a> : tent, main, a tentage type of TEMS = Manuel d'entretien oprationnel et courant : tente de base du type TEMS	C-87-110-000/MS-000	0	1	1
14	A170B	<a href="#">Canadian Forces Chemical, Biological, Radiological and Nuclear Defence Tactics, Techniques and Procedures.</a> B-GJ-005-311/FP-020, 2007-03-30 <a href="http://cfd.mil.ca/websites/Resources/difcplus/Intranet/DJCP_5/DJCP%205-2/AX-001%20CBRN%20Def%20pubs/FP-020%20CBRN%20Def%2011FP020_EN.pdf">http://cfd.mil.ca/websites/Resources/difcplus/Intranet/DJCP_5/DJCP%205-2/AX-001%20CBRN%20Def%20pubs/FP-020%20CBRN%20Def%2011FP020_EN.pdf</a>	DIN	DIN	DIN	DIN
15	A171B	<a href="#">Canadian Forces Chemical, Biological, Radiological and Nuclear Defence Aide-Mémoire.</a> 2007-03-30 <a href="http://cfd.mil.ca/websites/Resources/difcplus/Intranet/DJCP_5/DJCP%205-2/AX-001%20CBRN%20Def%20pubs/FP-030%20CBRN%20Def%20Aide-memoire/BGJ005311FP030_EN.pdf">http://cfd.mil.ca/websites/Resources/difcplus/Intranet/DJCP_5/DJCP%205-2/AX-001%20CBRN%20Def%20pubs/FP-030%20CBRN%20Def%20Aide-memoire/BGJ005311FP030_EN.pdf</a>	DIN	DIN	DIN	DIN
16	A204(E)	<a href="#">Canadian Forces Supply Manual</a> <a href="http://loqnet.dwan.dnd.ca/dmnd/index_e.asp?lanG+e&amp;content=pubsmanual_dapprovisionnement_des_forces_canadiennes">http://loqnet.dwan.dnd.ca/dmnd/index_e.asp?lanG+e&amp;content=pubsmanual_dapprovisionnement_des_forces_canadiennes</a>	DIN	DIN	DIN	DIN

APPENDIX C - MED TECH QL3 COURSE REFERENCE LIST (CRL)

MRL #	TITLE	ISBN or NDID #	QUANTITY REQUIRED		
			Stud	Instr	Slds
17	Canadian Forces Chemical, Biological, Radiological and Nuclear Defence Strategic Doctrine, 2007-03-30 <a href="http://cfd.mil.ca/websites/Resourcess/difcnlus/intrane/DJCP_5/DJCP%205-2/AX-001%20CBRN%20Def%20pubs/FP-000%20Strat%20Doc/BG-J005311FP000_EN.pdf">http://cfd.mil.ca/websites/Resourcess/difcnlus/intrane/DJCP_5/DJCP%205-2/AX-001%20CBRN%20Def%20pubs/FP-000%20Strat%20Doc/BG-J005311FP000_EN.pdf</a>	DIN	DIN	DIN	DIN
18	Canadian Forces Chemical, Biological, Radiological and Nuclear Defence Equipment, 2007-03-30 <a href="http://cfd.mil.ca/websites/Resourcess/difcnlus/intrane/DJCP_5/DJCP%205-2/AX-001%20CBRN%20Def%20pubs/FP-040%20CBRN%20Def%20Equipment/BG-J005311FP040_EN.pdf">http://cfd.mil.ca/websites/Resourcess/difcnlus/intrane/DJCP_5/DJCP%205-2/AX-001%20CBRN%20Def%20pubs/FP-040%20CBRN%20Def%20Equipment/BG-J005311FP040_EN.pdf</a>	DIN	DIN	DIN	DIN
19	Canadian Forces Nuclear, Biological and Chemical Defence Operations, 2005-03-31 <a href="http://cfd.mil.ca/dqf/dnbnod/docs/manuals/pnmbale/B-GJ-005-311-FP-010_e.pdf">http://cfd.mil.ca/dqf/dnbnod/docs/manuals/pnmbale/B-GJ-005-311-FP-010_e.pdf</a>	DIN	DIN	DIN	DIN
20	Health Services Support in Chemical, Biological, Radiological and Nuclear Environments <a href="http://cfd.mil.ca/dqf/dnbnod/pages/manuals_e.asp">http://cfd.mil.ca/dqf/dnbnod/pages/manuals_e.asp</a>	DIN	DIN	DIN	DIN
21	Canadian Forces Health Services - Policy and Direction/Politiques et direction des services de santé des forces canadiennes - <a href="http://hr.ottawa-hull.mil.ca/health/engraph/cfpg_Home_e.asp?lev1=7">http://hr.ottawa-hull.mil.ca/health/engraph/cfpg_Home_e.asp?lev1=7</a>	DIN	DIN	DIN	DIN
22	Canadian Forces Health Services Spectrum of Care - Comprehensive Medical Care/Gamme de soins des forces canadiennes - Soins médicaux complets - <a href="http://hr.ottawa-hull.mil.ca/health/services/spectrum_of_care/engraph/comp_med_care_e.asp?lev1=1&amp;lev2=6&amp;lev3=7">http://hr.ottawa-hull.mil.ca/health/services/spectrum_of_care/engraph/comp_med_care_e.asp?lev1=1&amp;lev2=6&amp;lev3=7</a>	DIN	DIN	DIN	DIN
23	Canadian Forces Technical Order Comprehensive Maintenance Instructions. Telephone Set Fire Combat RA2000/1103/2. Instruction technique Des Forces Canadiennes Instructions De Maintenance Complete. Appariel Telephonique De Campagne RA2000/1103/2				
24	Canadian Army Lessons Learned Centre (ALLO) (website: <a href="http://ldts.army.mil.ca/allc/main.asp?lng=e">http://ldts.army.mil.ca/allc/main.asp?lng=e</a> )		DIN	DIN	DIN
25	Emergency War Surgery 2004, 3rd (US) Edition <a href="http://www.bordeninstitute.army.mil/other_pub.html">http://www.bordeninstitute.army.mil/other_pub.html</a>		0	1	1
26	2. Field hygiene and sanitation, FM 21-10 – Washington, D.C : Department of the Army, 2000	FM 21-20	0	1	1
27	Canadian Forces Medical Services Introduction it's History and Heritage 2003. <a href="http://hr.ottawa-hull.mil.ca/health/about_us/engraph/cfms_heritage_home_e.asp?lev1=5&amp;lev2=1&amp;lev3=0">http://hr.ottawa-hull.mil.ca/health/about_us/engraph/cfms_heritage_home_e.asp?lev1=5&amp;lev2=1&amp;lev3=0</a>	<a href="http://hr.ottawa-hull.mil.ca/health/about_us/engraph/cfms_heritage_home_e.asp?lev1=5&amp;lev2=1&amp;lev3=0">http://hr.ottawa-hull.mil.ca/health/about_us/engraph/cfms_heritage_home_e.asp?lev1=5&amp;lev2=1&amp;lev3=0</a>	DIN	DIN	DIN
28	Potter, Patricia A. and Anne G. Perry, Canadian Fundamentals of Nursing: Concepts, Processes and Practice 3rd ed. Toronto, CA, Mosby, 2006	779699610	1	1	1
29	Current medical diagnosis & treatment, 44th ed., Edited by S.A. Schroeder; S.J. McPhee & Maxine A Papadakis: Stamford Conn: Appleton & Lange, C2005	0-071453237	0	1	1
30	CPS - Compendium of pharmaceuticals - the Canadian drug reference for health professionals 35th ed., Canadian Pharmacists Association, C2000	0-919115764	1	1	1
31	Manufacturer's Instructions for each piece of equipment - Available in QL3 Cell in binders as well as Training Aids - with the equipment		0	0	1
32	Health Canada Publication (2003): Canadian Guidelines for Body Weight Classification in Adults, found at: <a href="http://www.hc-sc.gc.ca/fn-an/alt_formats/hpb-dpsa/pdf/nutrition/weight_book-livres_des_poids-eng.pdf">http://www.hc-sc.gc.ca/fn-an/alt_formats/hpb-dpsa/pdf/nutrition/weight_book-livres_des_poids-eng.pdf</a>				

APPENDIX C - MED TECH QL3 COURSE REFERENCE LIST (CRL)

	MRL #	TITLE	ISBN or NDID #	QUANTITY REQUIRED		
				Stud	Instr	Skds
33	C18E	Bickley, Lynn S., & Robert A. Hoekelman. <u>Bates' Guide to Physical Examination and History Taking</u> 7 <sup>th</sup> Ed. Philadelphia: Lippincott, 1999	0-781735114	1	1	1
34	C20E	Merck Manual of Diagnosis and therapy, 17th edition, by Mark H. Beers and Robert Berkow. Merck Laboratories <b>c1999</b>	2-914313004	one / four student	1	1
35	C21E	Current emergency diagnosis & treatment, <b>5th ed.</b> Edited by Charles E Saunders & Mary T. Ho-Norwalk, Conn: Appleton & Lange <b>c2004</b>	0-071219757	0	1	1
36	C26E	Rapid interpretation of EKGs: Dubin's classic, simplified methodology for understanding EKG's, 6th ed, rev and updated. Dale Dubin - Tampa, fl: COVER Publishing Co. <b>C2000</b>	0-088072108	0	1	1
37	C27E	Mosby's medical nursing and allied health dictionary <b>4th ed.</b> , -Toronto: Mosby (Elsevier) <b>c2002</b>	0-323014305	0	1	1
38	C30E	Medical terminology: a self-learning text, <b>3rd ed.</b> , - Jacqueline Joseph Birmingham-St. Louis, MO: Toronto, On. Mosby (Elsevier) <b>c1999</b>		1	1	1
39	C38E	Venes, Donald. <u>Taber's Cyclopedia Medical Dictionary</u> 19 <sup>th</sup> Ed. Philadelphia, PA. F.A. Davis Company, 2001	0-803606540	1	1	1
40	C49E	Tortora, Gerard J., & Bryan Derrickson. <u>Principles of Anatomy and Physiology</u> , 11 <sup>th</sup> Ed. Hoboken, NJ. Wiley, 2006		1	1	1
41	C50E	Illustrated guide to taping techniques, <b>5th ed.</b> Karin austin; Kathryn Gwnn-Brett; Sarah Marshall-Toronto-Mosby <b>c2002</b>	0-723416354	0	1	1
42	C54E	Berry & Kohn's Operating room technique, <b>7th ed.</b> Lucy Jo Atkinson-Toronto: Mosby Year Book <b>C2000</b>	0-801660483	0	1	1
43	C162E	Griffith's 5 minute clinical consult. Edited by Mark Dambro-Philadelphia, PA. Lippincott Williams & Wilkins <b>2003</b>	0-7817-3226-3	0	1	1
44	C171E	Perry, Anne G., & Patricia A. Potter. <u>Clinical Nursing Skills &amp; Techniques</u> , 5 <sup>th</sup> Ed. St. Louis, MI. Mosby, 2002	0-323014062	0	1	1
45	C326E	Emergency orthopedics; the extremities, 4th ed. Robert Simon; Steven Koenigsnecht-Toronto; McGraw Hill. C2001	0-838522106	0	1	1
46	C447	The Complete Textbook of Phlebotomy, 3rd edition, Lynn B. Hoeltke	0-766809277	0	1	1
47	These books are not ordered by the library.		A-MD-050-072/PT 001	0	1	1

## ANNEX B

### BASIS OF PAYMENT

Note to Bidders: Prior to Contract award, the Basis of Payment will be completed with the pricing information submitted by the successful Bidder in their Financial Bid.

#### 1. Delivery of PCP Program

- 1.1 Upon delivery and completion of a course or unit of study of the PCP Program and the delivery of the evaluation report in accordance with Annex A – Article 11.2.1, the Contractor will be paid in accordance with the following formula:

$$\begin{array}{ccc} \text{Price per course} & & \text{Highest number of students in} \\ \text{or unit of study of the} & \times & \text{attendance at one time during} \\ \text{PCP Program} & & \text{the course} \\ \text{per Student} & & \text{or unit of study} \end{array}$$

- 1.2 The price per course or unit of study of the PCP Program per Student in section 1.1 above is dependent on: the period during which the task authorization is issued; the applicable course or unit of study, and the range for the maximum number of Students in attendance at one time during the course or unit of study, GST/HST extra if applicable. The table below lists the prices per course or unit of study of the PCP Program per Student.

Note to Bidders: This table will be filled in based on the breakdown provided in response to Attachment 2, Article 2.2.1.3

Task Authorizations issued during: Contract award to ____ (2 years from contract date)		Price Per Course or Unit of Study of the PCP Program		
		Range for the maximum number of Students in attendance at one time for a Course or Unit of Study		
		10 to 16	17 to 24	25 to 32
Course or Unit of Study Number	Deliverable	Price per Student	Price per Student	Price per Student
1	Completion of ***** (fill in title of course or unit of study) and delivery of the report required under SOW Article 11.2.1	\$	\$	\$
2	Completion of ***** (fill in title of course or unit of study) and delivery of the report required under SOW Article 11.2.1	\$	\$	\$
		\$	\$	\$

Total Price per Student for the PCP Program (all courses or units of study)		\$	\$	\$
Task Authorisations issued during: _____ to _____ (Option year 1)		Price Per Course or Unit of Study of the PCP Program		
		Range for the maximum number of Students in attendance at one time for a Course or Unit of Study		
		10 to 16	17 to 24	25 to 32
Course or Unit of Study Number	Deliverable	Price per Student	Price per Student	Price per Student
1	Completion of ***** (fill in title of course or unit of study) and delivery of the report required under SOW Article 11.2.1	\$	\$	\$
2	Completion of ***** (fill in title of course or unit of study) and delivery of the report required under SOW Article 11.2.1	\$	\$	\$
		\$	\$	\$
Total Price per Student for the PCP Program (all courses or units of study)				
Task Authorisations issued during: _____ to _____ (Option year 2)		Price Per Course or Unit of Study of the PCP Program		
		Range for the maximum number of Students in attendance at one time for a Course or Unit of Study		
		10 to 16	17 to 24	25 to 32
Course or Unit of Study Number	Deliverable	Price per Student	Price per Student	Price per Student
1	Completion of ***** (fill in title of course	\$	\$	\$



	or unit of study) and delivery of the report required under SOW Article 11.2.1			
2	Completion of ***** (fill in title of course or unit of study) and delivery of the report required under SOW Article 11.2.1	\$	\$	\$
		\$	\$	\$
Total Price per Student for the PCP Program (all courses or units of study)				
Task authorizations issued during: _____ to _____ (option year 3)		Price Per Course or Unit of Study of the PCP Program		
		Range for the maximum number of Students in attendance at one time for a Course or Unit of Study		
		10 to 16	17 to 24	25 to 32
Course or Unit of Study Number	Deliverable	Price per Student	Price per Student	Price per Student
1	Completion of ***** (fill in title of course or unit of study) and delivery of the report required under SOW Article 11.2.1	\$	\$	\$
2	Completion of ***** (fill in title of course or unit of study) and delivery of the report required under SOW Article 11.2.1	\$	\$	\$
		\$	\$	\$
Total Price per Student for the PCP Program (all courses or units of study)				

- 1.3 The Price per course or unit of study of the PCP Program per Student above includes all costs associated with the delivery of the PCP Program as specified in Annex A, including the Classroom Training, Practical Skills Training, On-car and Emergency Training, plans, reports and

all training materials including, but not limited to all required training aids, learning aids, equipment, software, manuals, textbooks and workbooks.

- 1.4 Canada has the right to decrease the number of Students enrolled in a PCP Program. Canada also has the right to increase the number of Students enrolled in a PCP Program with Students who have completed the required previous levels. The Task Authorization will be amended for administrative purposes to reflect the revised number of Students enrolled in the PCP Program, and the revised limitation of expenditure.

## **2. Fee for Canadian Medical Association accreditation of the PCP Program**

- 2.1 After it attains accreditation of the PCP Program given to Students, by the Canadian Medical Association (CMA) and provides the documentation described in Article 15.3 of Annex A, Statement of Work, the Contractor will be paid a firm all inclusive price of \$ \_\_\_\_\_, GST/HST extra if applicable.
- 2.2 Upon delivery of the annual CMA Accreditation report required in Annex A Article 15.4, the Contractor will be paid a firm all inclusive price of \$ \_\_\_\_\_ per annual report, GST/HST extra if applicable.

## **3. Licensing Fees for Students**

For the Work described in Articles 12.2 and 12.3 of Annex A, Statement of Work, the Contractor will be reimbursed for the licensing fees reasonably and properly incurred in the performance of the Work at cost with no allowance for profit and/or administrative overhead. All claims must be supported by receipts and/or documentation.

## **4. Student Accommodations**

- 4.1 The Contractor will be paid a firm all-inclusive per diem price per Student, GST/HST extra if applicable, for the provision of Student accommodations during the period of the PCP Program as follows:

<b>Task Authorizations issued during:</b>	<b>Per Diem Per Student Price</b>
Contract award to _____ (2 years from contract award)	\$
_____ to _____ (option year 1)	\$
_____ to _____ (option year 2)	\$
_____ to _____ (option year 3)	\$

- 4.2 The Contractor will be paid only for the actual number of Students and the actual number of days for which the Contractor provides accommodations to Students.

## **5. Student Meals**

- 5.1 The Contractor will be paid a firm all-inclusive per diem price per Student, GST/HST extra if applicable, for the provision of Student meals during the period of the PCP Program as follows:

<b>Task Authorizations issued during:</b>	<b>Per Diem Per Student Price</b>
Contract award to _____ (2 years from contract award)	\$
_____ to _____ (option year 1)	\$
_____ to _____ (option year 2)	\$

_____ to _____ (option year 3)	\$
--------------------------------	----

- 5.2 The Contractor will be paid only for the actual number of Students and the actual number of days for which the Contractor provides meals to Students.

**6. Travel and Living**

Canada will not accept any travel and living expenses incurred with respect to an employee of the Contractor or of a subcontractor

## **ANNEX C**

### **INSURANCE REQUIREMENTS**

#### **1. Commercial General Liability Insurance**

- 1.1 The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
- 1.2 The Commercial General Liability policy must include the following:
- (a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - (b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - (c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - (d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - (e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - (f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - (g) Employees and, if applicable, Volunteers must be included as Additional Insured.
  - (h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program).
  - (i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - (j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - (k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
  - (l) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
  - (m) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

- (n) Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by) courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

Director Business Law Directorate,  
Quebec Regional Office (Ottawa),  
Department of Justice,  
284 Wellington Street, Room SAT-6042,  
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:

Senior General Counsel,  
Civil Litigation Section,  
Department of Justice  
234 Wellington Street, East Tower  
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

## **2. Automobile Liability Insurance**

1. The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence.
2. The policy must include the following:
  - a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
  - b. Accident Benefits - all jurisdictional statutes
  - c. Uninsured Motorist Protection
  - d. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

**ANNEX D**

**DND 626 TASK AUTHORIZATION FORM**

**TASK AUTHORIZATION  
AUTORISATION DES TÂCHES**

All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.		Contract no. – N° du contrat  <hr/> Task no. – N° de la tâche
Amendment no. – N° de la modification	Increase/Decrease – Augmentation/Réduction	Previous value – Valeur précédente
To – À   <hr/> Delivery location – Expédiez à   <hr/> Delivery/Completion date – Date de livraison/d'achèvement	<p><b>TO THE CONTRACTOR</b></p> <p>You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task.</p> <p>Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract.</p> <p><b>À L'ENTREPRENEUR</b></p> <p>Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande.</p> <p>Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 40%; border-top: 1px solid black; text-align: center;">Date</div> <div style="width: 55%; border-top: 1px solid black; text-align: center;">for the Department of National Defence pour le ministère de la Défense nationale</div> </div>	
Contract item no. N° d'article du contrat	Services	Cost Prix
	<b>GST/HST TPS/TVH</b>	
	<b>Total</b>	
<p><b>APPLICABLE ONLY TO PWGSC CONTRACTS:</b> The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract.</p> <p><b>NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC :</b> La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.</p> <div style="border-top: 1px solid black; margin-top: 20px; display: flex; justify-content: space-between;"> <div style="width: 40%; text-align: center;">             for the Department of Public Works and Government Services              pour le ministère des Travaux publics et services gouvernementaux           </div> <div style="width: 55%;"></div> </div>		

## Instructions for completing DND 626 - Task Authorization

### Contract no.

Enter the PWGSC contract number in full.

### Task no.

Enter the sequential Task number.

### Amendment no.

Enter the amendment number when the original Task is amended to change the scope or the value.

### Increase/Decrease

Enter the increase or decrease total dollar amount including taxes.

### Previous value

Enter the previous total dollar amount including taxes.

### To

Name of the contractor.

### Delivery location

Location where the work will be completed, if other than the contractor's location.

### Delivery/Completion date

Completion date for the task.

### for the Department of National Defence

Signature of the DND person who has delegated **Authority** for signing DND 626 (level of authority based on the dollar value of the task and the equivalent signing authority in the PAM 1.4). **Note:** the person signing in this block ensures that the work is within the scope of the contract, that sufficient funds remain in the contract to cover this task and that the task is affordable within the Project/Unit budget.

### Services

Define the requirement briefly (attach the SOW) and identify the cost of the task using the contractor's quote on the level of effort. The Task must use the basis of payment stipulated in the contract. If there are several basis of payment then list here the one(s) that will apply to the task quote (e.g. milestone payments; per diem rates/labour category hourly rates; travel and living rates; firm price/ceiling price, etc.). All the terms and conditions of the contract apply to this Task Authorization and cannot be ignored or amended for this task. Therefore it is not necessary to restate these general contract terms and conditions on the DND 626 Task form.

### Cost

The cost of the Task broken out into the individual costed items in **Services**.

### GST/HST

The GST/HST cost as appropriate.

### Total

The total cost of the task. The contractor may not exceed this amount without the approval of DND indicated on an amended DND 626. The amendment value may not exceed 50% (or the percentage for amendments established in the contract) of the original value of the task authorization. The total cost of a DND 626, including all amendments, may not exceed the funding limit identified in the contract.

### Applicable only to PWGSC contracts

This block only applies to those Task Authorization contracts awarded by PWGSC. The contract will include a specified threshold for DND sole approval of the DND 626 and a percentage for DND to approve amendments to the original DND 626. Tasks that will exceed these thresholds must be passed to the PWGSC Contracting Authority for review and signature prior to authorizing the contractor to begin work.

### Note:

Work on the task may not commence prior to the date this form is signed by the DA Authority - for tasks within the DND threshold; and by both DND and PWGSC for those tasks over the DND threshold.

## Instructions pour compléter le formulaire DND 626 - Autorisation des tâches

### N° du contrat

Inscrivez le numéro du contrat de TPSGC en entier.

### N° de la tâche

Inscrivez le numéro de tâche séquentiel.

### N° de la modification

Inscrivez le numéro de modification lorsque la tâche originale est modifiée pour en changer la portée.

### Augmentation/Réduction

Inscrivez le montant total de l'augmentation ou de la diminution, y compris les taxes.

### Valeur précédente

Inscrivez le montant total précédent, y compris les taxes.

### À

Nom de l'entrepreneur.

### Expédiez à

Endroit où le travail sera effectué, si celui-ci diffère du lieu d'affaires de l'entrepreneur.

### Date de livraison/d'achèvement

Date d'achèvement de la tâche.

### pour le ministère de la Défense nationale

Signature du représentant du MDN auquel on a délégué le **pouvoir d'approbation** en ce qui a trait à la signature du formulaire DND 626 (niveau d'autorité basé sur la valeur de la tâche et le signataire autorisé équivalent mentionné dans le MAA 1.4). **Nota :** la personne qui signe cette attache de signature confirme que les travaux respectent la portée du contrat, que suffisamment de fonds sont prévus au contrat pour couvrir cette tâche et que le budget alloué à l'unité ou pour le projet le permet.

### Services

Définissez brièvement le besoin (joignez l'ET) et établissez le coût de la tâche à l'aide de la soumission de l'entrepreneur selon le niveau de difficulté de celle-ci. Les modalités de paiement stipulées dans le contrat s'appliquent à la tâche. Si plusieurs d'entre elles sont prévues, énumérez ici celle/celles qui s'appliquera/ront à la soumission pour la tâche à accomplir (p.ex. acompte fondé sur les étapes franchies; taux quotidien ou taux horaire établi selon la catégorie de main-d'œuvre; frais de déplacement et de séjour; prix fixe ou prix plafond; etc.). Toutes les modalités du contrat s'appliquent à cette autorisation de tâche et ne peuvent être négligées ou modifiées quant à la tâche en question. Il n'est donc pas nécessaire de répéter ces modalités générales afférentes au contrat sur le formulaire DND 626.

### Prix

Mentionnez le coût de la tâche en le répartissant selon les frais afférents à chaque item mentionné dans la rubrique **Services**.

### TPS/TVH

Mentionnez le montant de la TPS/TVH, s'il y a lieu.

### Total

Mentionnez le coût total de la tâche. L'entrepreneur ne peut dépasser ce montant sans l'approbation du MDN, formulaire DND 626 modifié à l'appui. Le coût de la modification ne peut pas être supérieur à 50 p. 100 du montant initial prévu dans l'autorisation de tâche (ou au pourcentage prévu dans le contrat pour les modifications). Le coût total spécifié dans le formulaire DND 626, y compris toutes les modifications, ne peut dépasser le plafond de financement mentionné dans le contrat.

### Ne s'applique qu'aux contrats de TPSGC

Le présent paragraphe s'applique uniquement aux autorisations de tâche accordées par TPSGC. On inscrira dans le formulaire DND 626 un plafond précis qui ne pourra être approuvé que par le MDN et un pourcentage selon lequel le MDN pourra approuver des modifications au formulaire DND 626 original. Les tâches dont le coût dépasse ces plafonds doivent être soumises à l'autorité contractante de TPSGC pour examen et signature avant qu'on autorise l'entrepreneur à débiter les travaux.

### Nota :

Les travaux ne peuvent commencer avant la date de signature de ce formulaire par le responsable du MDN, pour les tâches dont le coût est inférieur au plafond établi par le MDN, et par le MDN et TPSGC pour les tâches dont le coût dépasse le plafond établi par le MDN.



## **ATTACHMENT 1**

### **TECHNICAL EVALUATION CRITERIA**

#### **INTRODUCTION**

This document sets out the criteria that will be used to evaluate the Bidder's Technical Bid and describes the content required for conducting the technical evaluation.

Section 1 contains mandatory evaluation criteria denoted as M1 through M5.

Section 2 contains point-rated evaluation criteria organized into 7 subsections or categories (Corporate Experience, Accessibility of Learning and Training Aids, Bidder Training Facility(ies), Student Accommodations, Fitness Facility(ies), Student Meal Plans, Maximum Student Wait Times) denoted as R1 through R7 respectively. Specific criteria are found under each of the 7 subsections.

#### **1. MANDATORY EVALUATION CRITERIA**

To be considered technically responsive, a bid must meet all of the following Mandatory Evaluation Criteria.

Failure to meet all the Mandatory Criteria will result in the Bid being declared non-responsive and will be given no further consideration. Therefore, Bidders are encouraged to supply as much information as necessary to demonstrate clearly that the mandatory requirements have been met.

<b>M1</b>	<b>PCP Program Curriculum</b>	<b>MET</b>	<b>NOT MET</b>
	The Bidder must provide a draft curriculum for its proposed PCP Program.		
<b>M2</b>	<b>Certification of the PCP Program</b>	<b>MET</b>	<b>NOT MET</b>
	The Bidder must demonstrate that its current PCP Program has been approved by the provincial Ministry of Health, and/or equivalent provincial authority.  To demonstrate compliance, the Bidder must submit a copy of a letter or other official document from the provincial Ministry of Health, and/or equivalent provincial authority, with sufficient detail as to allow verification of compliance.		
<b>M3</b>	<b>Accreditation by the Canadian Medical Association (CMA)</b>	<b>MET</b>	<b>NOT MET</b>
	The Bidder must provide evidence that its current PCP program is CMA accredited.  To demonstrate compliance, the Bidder must submit a print out from the CMA website, a letter, or other official document indicating the PCP program accreditation status.		
<b>M4</b>	<b>Experience Conducting Primary Care Paramedic Training</b>	<b>MET</b>	<b>NOT MET</b>

	<p>The Bidder must demonstrate that it possesses a minimum of two years experience, within 5 years prior to bid closing, in teaching pre-hospital or emergency care programs at the Primary Care Paramedic level.</p> <p>To demonstrate its experience in conducting Primary Care Paramedic training, the Bidder must submit a detailed description of its experience so as to allow verification of compliance. The Bidder should present its experience in chronological order and must include time frames by month and year (eg. MM/YY).</p> <p>Experience from overlapping time periods from concurrent training will only be counted once.</p>		
<b>M5</b>	<b>Bidder's Capacity</b>	<b>MET</b>	<b>NOT MET</b>
	<p>The Bidder must be able to provide up to five (5) PCP Program deliveries, of thirty-two (32) Students each, per year and a half (1.5). The Bidder must submit a description of the following items, in sufficient detail to allow verification of compliance of its ability to provide five (5) PCP Program deliveries of thirty-two (32) Students each per program, per year and a half (1.5).</p> <p>The description must include the following:</p> <p>a) the length of the Bidder's PCP Program (refer to SOW Article 6.1);</p> <p>b) a sample yearly schedule of its proposed PCP Program showing five (5) PCP Program starts and completions in a year and a half (1.5) period;</p> <p>c) the number of classrooms, large enough to accommodate thirty-two (32) Students, that the Bidder has available, and a description demonstrating how this number is sufficient to permit five (5) PCP Program deliveries of thirty-two (32) Students per program, per year and a half (1.5);</p> <p>d) the number of practical skills training areas that the Bidder has available that can accommodate PCP Programs with a total of thirty-two (32) Students each, and a description demonstrating how this number is sufficient to permit five (5) PCP Program deliveries of thirty-two (32) Students per program, per year and a half (1.5); and,</p> <p>e) the number of certified full time PCP instructors (refer to SOW Article 10.) dedicated to PCP Training and a description demonstrating how this number is sufficient to permit five (5) PCP Program</p>		

	deliveries of thirty-two (32) Students per program, per year and a half (1.5).		
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## 2. POINT-RATED EVALUATION CRITERIA

A technically responsive bid will be further assessed against the following categories of point-rated criteria, each weighted according to the maximum points indicated.

The Technical Bid(s) will be scored out of a total of 594 available points. To be considered further, a bid must achieve a minimum of 227 points for the point-rated criteria.

Reference	Point Rated Criteria	Maximum Points
R1	Corporate Experience	171
R2	Accessibility of Learning and Training Aids	51
R3	Bidder Training Facility(ies)	200
R4	Student Accommodations	54
R5	Fitness Facility(ies)	36
R6	Student Meal Plans	52
R7	Maximum Student Wait Times	30
	<b>Total</b>	<b>594</b>

The following sections set out, for each of the above categories, the specific criteria that will be used to evaluate the Bidder's Bid along with their sub-weightings, the detailed scoring structure and the content required for evaluation.

### R1 Corporate Experience

#### R1.1 Experience delivering PCP Programs

The Bidder should provide a detailed description of its experience teaching Primary Care Paramedic Programs within the five-year period prior to bid closing. Experience from overlapping time periods shall only be counted once. The Bidder should include in its response the following for all relevant programs that it has delivered:

- the program title;
- the course outline;
- and the period covered by month and year (ie. MM/YYYY).

Description	Points awarded
Greater than 48 months of experience within the last 60 months.	81
Greater than 36 months to 48 months of experience within the last 60 months.	54
Greater than 24 months to 36 months of experience within the last 60 months.	27
24 months and less of experience within the last 60 months.	0

#### R1.2 Pass percentage of PCP Graduates

The Bidder should provide the pass percentage for its PCP Program in the two-year period ending at time of bid closing. The Bidder will be awarded points as follows:

Pass percentage of PCP graduated students	Points Awarded
91% and more	45

81% to less than 91%	30
71% to less than 81%	15
Less than 71%	0

### R1.3 Number of PCP students trained by the Bidder

The Bidder should provide the number of PCP students trained in its institution in the two-year period ending at the time of bid closing. The Bidder will be awarded points as follows:

# of PCP students trained by the Bidder	Points Awarded
More than 100	45
81 to 100	30
60 to 80	15
Less than 60	0

### R2 Accessibility of Learning and Training Aids

The Bidder should describe what learning and training aids are available and how accessible those aids will be to the Students during non-classroom hours.

Description	Points Awarded
The learning and training aids are accessible to the Students during non-classroom hours for 21 or more hours during a week (ie. seven day period)	51
The learning and training aids are accessible to the Students during non-classroom hours for 14 to less than 21 hours during a week (ie. seven day period);	34
The learning and training aids are accessible to the Students during non-classroom hours for 7 to less than 14 hours during a week (ie seven day period).	17
The learning and training aids are accessible to the Students during non-classroom hours for less than 7 hours during a week (ie. seven day period).	0

### R3 Bidder Training Facility(ies)

#### R3.1 Classroom and Practical Skills Training Facility(ies)

The Bidder should provide a detailed description of its proposed training facility(ies) for the classroom and practical skills training. The description should include the following features: break rooms, access to fax, telephones, photocopier, vending machines, air-conditioning, security access controls, furnishings etc.

Description	Maximum Points Available
Bidders will be awarded twelve (12) points for each feature identified to a maximum of (120) points.	120

#### R3.2 Emergency Training Facility(ies)

For the proposed emergency facility(ies), the Bidder should provide:

R3.2.1 The number of emergency departments with operating services dedicated to trauma services.

Description	Maximum Points Available
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Bidders will be awarded eight (8) points per facility with trauma services to a maximum of 32 points.	32
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R3.2.2 The number of emergency departments with trauma capabilities. Trauma Capabilities is defined as an emergency department that has access to operating services but they are not dedicated services.

Description	Maximum Points Available
Bidders will be awarded eight (8) points per facility with trauma capabilities to a maximum of 32 points	32

R3.2.3 The number of emergency departments with non-surgical intervention. Non-Surgical Intervention is defined as an emergency department that does not have access to operating room services.

Description	Maximum Points Available
Bidders will be awarded four (4) points per facility with non-surgical intervention to a maximum of 16 points.	16

#### **R4. Student Accommodations**

##### **R4.1 Quality of Student Accommodations**

The Bidder should provide a detailed description of its proposed Student accommodations plan. Points will only be awarded for features that exceed the minimum requirements described in article 13.2 of the Statement of Work (SOW). The description should concentrate on features above the minimum requirements, and should specifically address the following:

- ♦ Rooms' furniture
- ♦ Safety and Security
- ♦ Housekeeping frequency
- ♦ Access to internet, fax etc.
- ♦ Rules and conduct policy(ies)
- ♦ Amenities

Scoring:	Points Awarded
Four (4) or more features identified above the minimum requirements identified in article 13.2 of the SOW.	30
Up to three (3) features above the minimum requirements identified in article 13.2 of the SOW.	15
The description does not identify any features above the minimum requirements identified in article 13.2 of the SOW.	0

##### **R4.2 Location of Student Accommodations**

###### **R4.2.1 Distance between Accommodations and Classroom Training Facility**

The Bidder should demonstrate the proximity of the Student accommodations facility identified by the Bidder in response to Point Rated Criteria R4.1 to the classroom training facility. In order to score points, as a minimum, the Bidder must provide the following information:

- a) Address of classroom training facility;
- b) Address of accommodations facility; and,
- c) Walking distance in kilometers between the classroom training facility and the

accommodation Facility as specified by Google.ca Maps using the walking option.

Description	Points Awarded
1.0 kilometer or less between the Student accommodations facility to the classroom training facility	12
More than 1.0 kilometer to 3.0 kilometers between the Student accommodations facility to the classroom training facility	8
More than 3.0 kilometers to 5.0 kilometers between the Student accommodations facility and the classroom training facility	4
More than 5.0 kilometers between the Student accommodations facility and the classroom training facility	0

#### **R4.2.2 Distance between Accommodations and Practical Skills Training Facility**

The Bidder should demonstrate the proximity of the Student accommodations facility identified by the Bidder in response to Point Rated Criteria R4.1 to the practical skills training facility. In order to score points, as a minimum, the Bidder must provide the following information:

- a) Address of practical skills training facility;
- b) Address of accommodations facility; and,
- c) Walking distance in kilometers between the practical skills training facility and the accommodation facility as specified by Google.ca Maps using the walking option.

Description	Points Awarded
1.0 kilometer or less between the Student accommodations facility to the practical skills training facility	12
More than 1.0 kilometer to 3.0 kilometers between the Student accommodations facility to the practical skills training facility	8
More than 3.0 kilometers to 5.0 kilometers between the Student accommodations facility and the practical skills training facility	4
More than 5.0 kilometers between the Student accommodations facility and the practical skills training facility	0

#### **R5 Fitness Facility(ies)**

##### **R5.1 Location of Fitness Facility(ies)**

##### **R5.1.1 Distance between Fitness Facility(ies) and Classroom Training Facility**

The Bidder should demonstrate the proximity of the fitness facility, described in article 8.3 of Annex A - SOW, that Students will be allowed to use free-of charge, to the classroom training facility. In order to score points, as a minimum, the Bidder must provide the following information:

- a) Address of classroom training facility;
- b) Address of fitness facility; and,
- c) Walking distance in kilometers between the fitness facility and the classroom training facility as specified by Google.ca Maps using the walking option.

Description	Points Awarded
1.0 kilometer or less between the fitness facility and classroom training facility.	12
More than 1.0 kilometer to 2.0 kilometers between the fitness facility and the classroom training facility.	8
More than 2.0 kilometers to 3.0 kilometers between the fitness facility and the classroom training facility.	4
More than 3.0 kilometers between the fitness facility and the classroom training facility.	0

#### R5.1.2 Distance between Fitness Facility and Student Accommodations

The Bidder should demonstrate the proximity of the fitness facility, described in Article 8.3 of Annex A - SOW, that Students will be allowed to use free-of charge, to the accommodation facility. In order to score points, as a minimum, the Bidder must provide the following information:

- a) Address of fitness facility;
- b) Address of Student accommodation facility; and,
- c) Walking distance in kilometers between the fitness facility and the Student accommodation facility as specified by Google.ca Maps using the walking option.

Description	Points Awarded
1.0 kilometer or less between the fitness facility and Student accommodation facility.	12
More than 1.0 kilometer to 2.0 kilometers between the fitness facility and the Student accommodation facility.	8
More than 2.0 kilometers to 3.0 kilometers between the fitness facility and the Student accommodation facility.	4
More than 3.0 kilometers between the fitness facility and the Student accommodation facility.	0

#### R5.2 Variety of Equipment

The Bidder should describe the variety of physical training equipment (that is in good working order) available for the use of Students at the fitness facility identified by the Bidder (e.g., weight machines, free weights, yoga gear, elliptical and/or other cardiovascular trainers).

Description	Points Awarded
The Bidder has proposed eleven (11) or more types of physical training equipment.	6
The Bidder has proposed six (6) to ten (10) types of physical training equipment.	3
The Bidder has proposed less than six (6) types of physical training equipment.	0

#### R5.3 Quantity of Equipment

The Bidder should describe the quantity of physical training equipment (that is in good working order) available for use by Students at the fitness facility identified by the Bidder. For this evaluation criteria, physical training equipment is defined as weight machine(s), free weight(s) (regardless of number of free weights these will only count as one piece of equipment), and cardiovascular trainer(s).

Description	Points Awarded
The Bidder has proposed more than 25 pieces of physical training equipment.	6
The Bidder has proposed 16 to 25 pieces of physical training equipment.	4
The Bidder has proposed 6 to 15 pieces of physical training equipment.	2
The Bidder has proposed less than 6 pieces of physical training equipment.	0

## **R6 Student Meal plans**

### **R6.1 Location of Meals Facility**

R6.1.1 The Bidder should demonstrate the proximity of the meals facility where Students will eat breakfast and dinner, as described in article 13.4 of Annex A - SOW, to the Student accommodation facility. In order to score points, as a minimum, the Bidder must provide the following information:

- Address of meals facility;
- Address of Student accommodation facility; and,
- Walking distance in meters between the meals facility and the Student accommodation facility as specified by Google.ca Maps using the walking option.

Distance between the meals facility and the Student accommodations facility:	Points Awarded
Less than 200 meters	12
200 meters to 600 meters	8
More than 600 meters to 1,000 meters	4
More than 1,000 meters	0

R6.1.2 The Bidder should demonstrate the proximity of the meals facility where Students will eat lunch during classroom training days, as described in Article 13.4 of Annex A - SOW, to the classroom training facility. In order to score points, as a minimum, the Bidder must provide the following information:

- Address of meals facility
- Address of classroom training facility
- Walking distance in meters between the meals facility and the classroom training facility as specified by Google.ca Maps using the walking option.

Distance between the meals facility and the classroom training facility.	Points Awarded
Less than 200 meters	12
200 meters to 600 meters	8
More than 600 meters to 1,000 meters	4
More than 1,000 meters	0

### **R6.2 Variety of Meal Option**

#### **R6.2.1 Variety - Duration of Program**

The Bidder should provide a detailed description of its proposed meal plan, in accordance with Article



13.4 of Annex A - SOW. The meal plan should describe the variety of meal options that would be available to the Students throughout the length of the PCP Program.

The Bidder has proposed a meal plan that is repeated every.	Points Awarded
Twenty two (22) or more days over the length of the PCP Program.	12
Fifteen (15) to twenty one (21) days over the length of the PCP Program.	8
Seven (7) to fourteen (14) days over the length of the PCP Program.	4
Six (6) or less days over the length of the PCP Program.	0

#### **R6.2.2 Variety - Each Meal**

The Bidder should provide a detailed description of its proposed meal plan, in accordance with Article 13.4 of Annex A - SOW. The meal plan should describe the variety of meal options that would be available to the Students at every meal.

Description	Points Awarded
The Bidder has proposed that each meal include 5 or more choices from each of the four main food groups as per Canada's Food Guide.	16
The Bidder has proposed that each meal include between 3 and 4 choices from each of the four main food groups as per Canada's Food Guide.	8
The Bidder has proposed that each meal only include a minimum of 2 choices from each of the four main food groups as per Canada's Food Guide.	0

#### **R7 Maximum Student Wait Times**

The Bidders' transportation plan should include the maximum Student wait times for transportation pickup at the training facility.

Maximum Student wait time for transportation:	Points Awarded
Less than or equal to 20 minutes	30
More than 20 minutes to 30 minutes	24
More than 30 minutes to 40 minutes	18
More than 40 minutes to 50 minutes	12
More than 50 minutes to 60 minutes	6
More than 60 minutes	0

## **ATTACHMENT 2**

### **FINANCIAL EVALUATION CRITERIA**

#### **1. Overview**

- 1.1 The Financial Bid must be submitted in accordance with all the instructions herein and must include the Financial Bid Price Elements listed under Article 2.2 below.
- 1.2 PWGSC will be solely responsible for the conduct of the financial evaluation, which will be done independently of the Technical Bid evaluation. Failure to provide any of the information as requested under article 2 below may prohibit PWGSC from evaluating the reasonableness of the bid price or calculating the bid price for evaluation purposes and may result in the bid being deemed non-responsive and being given no further consideration.
- 1.3 The weights provided below will be used consistently across all Bidders to calculate the bid evaluation price for prices proposed in accordance with Article 2 below. The inclusion of weights provided in this bid solicitation does not represent a commitment by Canada that Canada's future usage of the services identified in this bid solicitation will be consistent with the weights provided herein. Weights are provided for bid evaluation purposes only.

#### **2. Financial Bid Preparation Instructions**

##### **2.1 Format of Financial Bid**

- 2.1. The Financial Bid is to be submitted as a separate section within the Bidder's bid. The Bidder's Financial Bid must address each of the Financial Bid Price Elements specified in article 2.2 below and must provide prices in accordance with the stated requirements, as detailed in Annex B - Basis of Payment of this bid solicitation.
- 2.1.2 Blank Prices: Bidders are requested to insert "\$0.00" for any item for which it does not intend to charge or for items that are already included in other prices set out in the tables. If the Bidder leaves any price blank, Canada will treat the price as "\$0.00" for evaluation purposes and may request that the Bidder confirm that the price is, in fact, \$0.00. No Bidder will be permitted to add or change a price as part of this confirmation. Any Bidder that does not confirm that the price for a blank item is \$0.00 will be declared non-responsive.
- 2.1.3 Bidders must not make any assumptions or restrictions that are associated with their Financial Bid.
- 2.1.4 All prices in the Financial Bid must be in Canadian funds, exclusive of Harmonized Sales Tax (HST), Provincial Sales Tax (PST) and Good and Services Tax (GST). The GST/HST, where applicable, is extra to these prices and will be paid by Canada.
- 2.1.5 Prices must be firm with Canadian customs duties and excise taxes included as applicable and pricing must be on an FOB destination basis.
- 2.1.6 Any and all costs associated with meeting the requirements detailed in this bid solicitation, including any travel and living expenses incurred as a consequence of any relocation required to satisfy the terms of the Contract, are the responsibility of the Bidder.

##### **2.2 Financial Bid Price Elements**

- 2.2.1 Price per Student for delivery of PCP Program.

The Bidder must provide its proposed firm, all-inclusive Total Price per Student for the PCP

Program as per article 1 of Annex B Basis of Payment.

<b>A</b>	<b>B</b>	<b>C</b>
<b>Task Authorization's issued during:</b>	<b>Total Price per Student for the PCP Program</b>	<b>Weight (used for evaluation purposes only)</b>
Initial Contract period (2 years)		
Range of 10 to 16 Students		<b>20</b>
Range of 17 to 24 Students		<b>50</b>
Range of 25 to 32 Students		<b>130</b>
Option Year 1		
Range of 10 to 16 Students		<b>10</b>
Range of 17 to 24 Students		<b>25</b>
Range of 25 to 32 Students		<b>65</b>
Option Year 2		
Range of 10 to 16 Students		<b>8</b>
Range of 17 to 24 Students		<b>19</b>
Range of 25 to 32 Students		<b>49</b>
Option Year 3		
Range of 10 to 16 Students		<b>8</b>
Range of 17 to 24 Students		<b>19</b>
Range of 25 to 32 Students		<b>49</b>

2.2.1.1 For evaluation purposes, every price provided in column B will be multiplied with the respective weight in column C, then totaled in order to obtain the Financial Bid Price Element for 2.2.1.

2.2.1.2 The Total Price per Student submitted in column B above, will be further broken down in Annex B – Basis of Payment into a price per course or unit of study of the PCP Program per Student, which will be paid upon the delivery and completion of a course or unit of study of the PCP Program and the delivery of the evaluation report in accordance with Annex A – Article 11.2.1.

2.2.1.3 The Bidder should provide a course or unit of study breakdown of their “Total Price per Student per PCP Program” submitted in column B above. The Bidder should fill in the table below with the following information:

- a. The titles of the course or unit of study for the Initial Contract period and each of the Option Years. The Bidder may list as many courses or units of study as required for their PCP Program; and
- b. For each course or unit of study, the price per Student for each range of Students.

Task Authorizations issued during: Contract award to ____ (2 years from contract date)		Price Per Course or Unit of Study of the PCP Program			
		Range for the maximum number of Students in attendance at one time for a Course or Unit of Study			
		10 to 16 Price per Student	17 to 24 Price per Student	25 to 32 Price per Student	
Course or Unit of Study Number	Deliverable				
1	Completion of ***** (fill in title of course or unit of study) and delivery of the report required under SOW Article 11.2.1	\$	\$	\$	
2	Completion of ***** (fill in title of course or unit of study) and delivery of the report required under SOW Article 11.2.1	\$	\$	\$	
		\$	\$	\$	
Total Price per Student for the PCP Program (all courses or units of study)		\$	\$	\$	
Task Authorizations issued during: _____ to _____ (Option year 1)		Price Per Course or Unit of Study of the PCP Program			
		Range for the maximum number of Students in attendance at one time for a Course or Unit			

		of Study			
Course or Unit of Study Number	Deliverable	10 to 16 Price per Student	17 to 24 Price per Student	25 to 32 Price per Student	
1	Completion of ***** (fill in title of course or unit of study) and delivery of the report required under SOW Article 11.2.1	\$	\$	\$	
2	Completion of ***** (fill in title of course or unit of study) and delivery of the report required under SOW Article 11.2.1	\$	\$	\$	
		\$	\$	\$	
Total Price per Student for the PCP Program (all courses or units of study)					
Task Authorizations issued during: _____ to _____ (Option year 2)		Price Per Course or Unit of Study of the PCP Program			
		Range for the maximum number of Students in attendance at one time for a Course or Unit of Study			
		10 to 16 Price per Student	17 to 24 Price per Student	25 to 32 Price per Student	
Course or Unit of Study	Deliverable				

<b>Number</b>								
1	Completion of ***** (fill in title of course or unit of study) and delivery of the report required under SOW Article 11.2.1	\$	\$	\$	\$	\$	\$	\$
2	Completion of ***** (fill in title of course or unit of study) and delivery of the report required under SOW Article 11.2.1	\$	\$	\$	\$	\$	\$	\$
		\$						
Total Price per Student for the PCP Program (all courses or units of study)								
<b>Task authorizations issued during: _____ to _____ (option year 3)</b>		<b>Price Per Course or Unit of Study of the PCP Program</b>						
		<b>Range for the maximum number of Students in attendance at one time for a Course or Unit of Study</b>						
		<b>10 to 16</b>		<b>17 to 24</b>		<b>25 to 32</b>		
<b>Course or Unit of Study</b>	<b>Deliverable</b>	<b>Price per Student</b>		<b>Price per Student</b>		<b>Price per Student</b>		
1	Completion of ***** (fill in title of course or unit of study) and delivery of the report	\$				\$		\$

	required under SOW Article 11.2.1				
2	Completion of ***** (fill in title of course or unit of study) and delivery of the report required under SOW Article 11.2.1	\$	\$	\$	\$
		\$	\$	\$	\$
Total Price per Student for the PCP Program (all courses or units of study)					

2.2.1.4 If the information in Article 2.2.1.3 is not provided in the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

2.2.2 Fee for Canadian Medical Association accreditation of the PCP Program

a) The Bidder must provide its proposed firm, all-inclusive price, for providing the documentation required after it obtains Canadian Medical Association (CMA) accreditation of the PCP Program given to Students, as described in 15.3 of Annex A Statement of Work.

\$ \_\_\_\_\_

b) The Bidder must provide its proposed firm, all-inclusive price, for each CMA Accreditation report as describe in Annex A Article 15.4.

\$ \_\_\_\_\_ per annual report

For evaluation purposes, the price provided in b) will be multiplied by 3, then added to the price provided in a) in order to obtain the Financial Bid Price Element for 2.2.2

2.2.3 Student Accommodations

The Bidder must provide its proposed firm, all-inclusive prices per day, for the provision of Student accommodations during the period of the PCP Program, as per article 4 of Annex B Basis of Payment.

<b>Task Authorization's issued during:</b>	<b>C</b> <b>Price per Student per day</b>	<b>D</b> <b>Weight (used for evaluation purposes only)</b>
Initial Period of the contract (2 years)	\$	47,040
Option year 1	\$	23,520
Option year 2	\$	17,640
Option year 3	\$	17,640

For evaluation purposes, every price provided in column C will be multiplied with the respective weight in column D, then totaled in order to obtain the Financial Bid Price Element for 2.2.3

#### 2.2.4 Student Meals

The Bidder must provide its proposed firm, all-inclusive prices per day, for the provision of Student meals during the period of the PCP Program, as per article 5 of Annex B Basis of Payment.

<b>Task Authorization's issued during:</b>	<b>C</b> <b>Price per Student per day</b>	<b>D</b> <b>Weight (used for evaluation purposes only)</b>
Initial Period of the contract (2 years)	\$	47,040
Option year 1	\$	23,520
Option year 2	\$	17,640
Option year 3	\$	17,640

For evaluation purposes, every price provided in column C will be multiplied with the respective weight in column D, then totaled in order to obtain the Financial Bid Price Element for 2.2.4

### 3. Evaluated Price Per Point

The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, FOB destination, Canadian customs duties and excise taxes included.

In accordance with Part 4, Article 3 - Basis of Selection of the RFP, the bid with the lowest Total Evaluated Price Per Point will be ranked number



one. Should two or more Bidders have an equal Total Evaluated Price Per Point, the bid with the lowest Total Evaluated Bid Price will be ranked number one.

### 3.1 Evaluated Price Per Point for PCP Program, for Accommodations and for Meals

To obtain the Total Evaluated Price Per Point for each Bid, first the Evaluated Price Per Point for PCP Program; the Evaluated Price Per Point for Accommodations; and the Evaluated Price Per Point for Meals will be obtained as described below.

#### 3.1.1 Evaluated Price Per Point for PCP Program:

The Evaluated Price Per Point for PCP Program is calculated by taking the sum of Financial Bid Price Element for article 2.2.1 and 2.2.2 above, and dividing that sum by the total points obtained in response to point-rated requirements R1, R2, R3, R5, and R7 in Attachment 1 as follows:

Financial Bid Price Element as per article 2.2.1 above + Financial Bid Price Element as per article 2.2.2 above

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Total points obtained in response to point-rated requirements R1, R2, R3, R5, and R7 in Attachment 1

#### 3.1.2 Evaluated Price Per Point for Accommodations:

The Evaluated Price Per Point for Accommodations is calculated by taking Financial Bid Price Element for article 2.2.3 above, and dividing it by the total points obtained in response to point-rated requirement R4 in Attachment 1 as follows:

Financial Bid Price Element as per article 2.2.3 above

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Total points obtained in response to point-rated requirement R4 in Attachment 1

#### 3.1.3 Evaluated Price Per Point for Meals:

The Evaluated Price Per Point for PCP Program is calculated by taking the Financial Bid Price Element for article 2.2.4 above, and dividing it by the total points obtained in response to point-rated requirements R6 in Attachment 1 as follows:

Financial Bid Price Element as per article 2.2.4 above

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Total points obtained in response to point-rated requirements R6 in Attachment 1

### 3.2 Total Evaluated Price Per Point

The Total Evaluated Price Per Point for each bid will be calculated by taking the sum of the individual Evaluated Price Per Points described in Article 3.1.1, 3.1.2 and 3.1.3 as follows:

Evaluated Price Per Point for PCP Program as per 3.1.1 above + Evaluated Price Per Point for Accommodations as per 3.1.2 above + Evaluated Price Per Point for Meals as per 3.1.3 above = Total Evaluated Price Per Point

Example:

Points obtained in response to point-rated requirements listed in Attachment 1:

Point-Rated Criteria	Bid A Points Obtained	Bid B Points Obtained	Bid C Points Obtained
R1	171	57	57
R2	51	17	17
R3	200	64	64
R4	50	31	31
R5	36	19	19
R6	52	32	32
R7	30	30	30
Total	590	250	250

Evaluated Price for Financial Bid Price Elements listed in Article 2.2 above:

Financial Bid Price Element	Bid A Evaluated Price	Bid B Evaluated Price	Bid C Evaluated Price
2.2.1	\$1,999,000.00	\$1,990,000.00	\$1,495,000.00
2.2.2	\$1,000.00	\$10,000.00	\$5,000.00
2.2.3	\$500,000.00	\$250,000.00	\$200,000.00
2.2.4	\$500,000.00	\$300,000.00	\$295,703.74
Total	\$3,000,000.00	\$2,550,000.00	\$1,995,703.74

Bid A:

	A	B	C	D	E
		PCP Program	Accommodations	Meals	Total
1	Sum of Financial Bid Price Element	\$2,000,000.00	\$500,000.00	\$500,000.00	\$3,000,000.00
2	Sum Total Points	488	50	52	590
3	Evaluated Price Per Point	\$4,098.36	\$10,000.00	\$9,615.38	\$23,713.74

Bid B:

	A	B	C	D	E
		PCP Program	Accommodations	Meals	Total
1	Sum of Financial Bid Price Element	\$2,000,000.00	\$250,000.00	\$300,000.00	\$2,550,000.00
2	Sum Total Points	187	31	32	250
3	Evaluated Price Per Point	\$10,695.19	\$8,064.52	\$9,375.00	\$28,134.71

Bid C:

	A	B	C	D	E
		PCP Program	Accommodations	Meals	Total
1	Sum of Financial Bid Price Element	\$1,500,000.00	\$200,000.00	\$295,703.74	\$1,995,703.74
2	Sum Total Points	187	31	32	250
3	Evaluated Price Per Point	\$8,021.39	\$6,451.61	\$9,240.74	\$23,713.74

Where:

E1 = Total Evaluated Bid Price

E2 = Technical Bid Score

E3 = Total Evaluated Price Per Point

### **ATTACHMENT 3**

#### **SITE VISIT MANDATORY CRITERIA**

The site visit will be used to assess the Bidder's proposed Student accommodations against the following two mandatory criteria:

<b>Site Visit</b>	<b>MET</b>	<b>NOT MET</b>
a) The Bidder's proposed Student accommodations must be configured such that there are a maximum of two (2) same-sex Students per room; and		
b) In the case of accommodations where the bathroom is integral to the room, a minimum of one toilet, sink, and shower must be included in each student room. In the case of accommodations where the bathroom is not integral to the room, a common toilet, sink and shower facilities may be proposed; however a minimum ratio of one toilet, sink and one shower per two students must be respected.		