

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Bid Receiving Public Works and Government Services Canada/Réception des soumissions Travaux publics et Services gouvernementaux Canada
800 Burrard Street, 12th Floor
800, rue Burrard, 12e étage
Vancouver, BC V6Z 2V8
Bid Fax: (604) 775-7526

Request For a Standing Offer
Demande d'offre à commandes

Regional Master Standing Offer (RMSO)
Offre à commandes maître régionale (OCMR)

Canada, as represented by the Minister of Public Works and Government Services Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et Services Gouvernementaux Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

Comments - Commentaires

Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution
Public Works and Government Services Canada - Pacific Region
800 Burrard Street, 12th Floor
800, rue Burrard, 12e étage
Vancouver, BC V6Z 2V8

Title - Sujet First Aid Training	
Solicitation No. - N° de l'invitation 47890-120273/A	Date 2012-07-03
Client Reference No. - N° de référence du client 47890-120273	GETS Ref. No. - N° de réf. de SEAG PW-\$VAN-524-6727
File No. - N° de dossier VAN-1-34496 (524)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-08-14	
Time Zone Fuseau horaire Pacific Daylight Saving Time PDT	
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Yamamoto, Albert	Buyer Id - Id de l'acheteur van524
Telephone No. - N° de téléphone (604)775-7549 ()	FAX No. - N° de FAX (604)775-7526
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: CANADA BORDER SERVICES AGENCY HUMAN RESOURCES 777 DUNSMUIR ST. #400 VANCOUVER British Columbia V7Y1K3 Canada	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

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PART 1 - GENERAL INFORMATION

1. Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

Part 1 General Information: provides a general description of the requirement;

Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;

Part 3 Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;

Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, if applicable, and the basis of selection;

Part 5 Certifications: includes the certifications to be provided;

Part 6 6A, Standing Offer, and 6B, Resulting Contract Clauses:

6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

6B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

2. Summary

The work will be performed for Canada Border Service Agency and is for the provision of Tactical First Aid Training courses. Course will be held in various locations within Pacific Region, including locations in B.C. and the Yukon Territory.

The period of the Standing Offer will be for three years, with two extension periods of one year possible. It is anticipated that one Standing Offer will be issued.

There is no security requirement associated with this requirement.

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

3. Debriefings

After issuance of a standing offer, offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) 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>) Manual issued by Public Works and Government Services Canada.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The 2006 (2011-05-16) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

2. Submission of Offers

Offers 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 Request for Standing Offers.

Due to the nature of the Request for Standing Offers, transmission of offers by facsimile to PWGSC will not be accepted.

3. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than ten (10) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors 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 offerors do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

4. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in British Columbia.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 offerors.

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 30 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

Canada requests that offerors provide their offer in separately bound sections as follows:

Section I: Technical Offer (three hard copies)

Section II: Financial Offer (one hard copy)

Section III: Certifications (one hard copy)

Prices must appear in the financial offer only. No prices must be indicated in any other section of the offer.

Canada requests that offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

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>). To assist Canada in reaching its objectives, offerors are encouraged to:

- 1) use paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and
- 2) 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.

Section I: Technical Offer

In their technical offer, offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Offer

Offerors must submit their financial offer in accordance with the Annex B - Basis of Payment. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

Section III: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.

- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

1.1. Technical Evaluation

1.1.1 Mandatory Technical Criteria

1.1.1.(a) The First Aid Organizations and Companies must be approved at the Standard level by the Minister of Labour in accordance with Part XVI, First Aid, of the Canada Occupational Health and Safety Regulations. If not listed on the approved list of First Aid Organizations or Companies (see: http://www.hrsdc.gc.ca/eng/labour/health_safety/prevention/first_aid.shtml), Bidders must provide a letter from Human Resources and Skills Development Canada with their bid, confirming that they have been approved at the Standard level by the Minister of Labour.

For further information on obtaining this approval, contact:

**Bob Cavan
Industrial Safety Engineer
HRSDC-Labour Program
Place du Portage II, 10th floor
165 Hotel de Ville St.
Gatineau, QC.
K1A 0J2
Tel: (819)953-0216
E-mail: bob.cavan@labour-travail.gc.ca**

1.1.1.(b) Bidders must comply with all requirements as stated in the Annex A - Statement of Work.

Attestation from Bidder's Director (or equivalent):

The Bidder's Director (or equivalent) certifies that its bid is in full compliance with the Statement of Work detailed in Annex A.

Name: _____

Title: _____

Signature: _____

1.1.1.(c) Document Required for Bid Evaluation Purposes

The Bidder must provide the following documents with its bid:

1. Corporate Resume
2. Letters of Reference for Trainers
3. Content of on-line course (include: samples of material offered, screen prints, and access to on-line course for evaluation purposes).
4. Training Materials, Visual Aids, and Handout for in class sessions.

1.1.2 Point Rated Technical Criteria

In accordance with Annex C

1.2 Financial Evaluation

In accordance with Annex B - Basis of Payment.

The volumes indicated below are estimates for evaluation purposes only and do not represent actual quantities to be ordered.

The pricing will be evaluated as follows:

First three years:

\$_____ per course X 126 (estimated number of courses) = \$_____ (a)

First option year:

\$_____ per course X 42 (estimated number of courses) = \$_____ (b)

Second option year:

\$_____ per course X 42 (estimated number of courses) = \$_____ (c)

Total = (a) + (b) + (c) = \$_____

Travel Costs:

In order to recognize the fact that travels costs from areas outside the Greater Vancouver Area, to the Vancouver area where the vast majority of the work will take place, while required by some bidders because of their location, is not a benefit to the Crown, the total travel costs applicable to any specific piece of work will be based on the following:

Travel costs will be reimbursed at actual costs incurred, based on rates not in excess of Treasury Board Travel Guideline Rates in effect at the time of travel, however the maximum travel costs to be paid, shall not exceed the estimated costs of such travel from the Greater Vancouver Area. For example if a bidder is located in Calgary and are successful and a project is in the Vancouver area the airfare and hotel costs etc., would not be paid to the firm. If the work was in Prince George, the firm would be paid the airfare from Vancouver to Prince George or Calgary to Prince George whichever is less and would be paid for hotel and meals.

Travel costs will not be reimbursed for travel within the Greater Vancouver Area.

If the bidder anticipates travel costs greater than that covered above they may wish to increase their course rates to compensate.

2. Basis of Selection - Highest Combined Rating of Technical Merit and Price

2.1.1. To be declared responsive, a bid must:

- (a) comply with all the requirements of the bid solicitation;
- (b) meet all mandatory criteria; and
- (c) obtain the required minimum of 60 percent overall of the points for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 100 points.

2. Bids not meeting (a), (b) and (c) will be declared non-responsive.

3. The evaluation will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60 % for the technical merit and 40% for the price.

4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60%.

5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)

Bidder

	Bidder 1	Bidder 2	Bidder 3
Overall Technical Score	115/135	89/135	92/135
Bid Evaluated Price	55,000	50,000	45,000
Calculations			
Technical Merit Score	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
Pricing Score	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
Combined Rating	83.84	75.56	80.89
Overall Rating	1st	3rd	2nd

PART 5 - CERTIFICATIONS

Offerors must provide the required certifications to be issued a standing offer. Canada will declare an offer non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications offerors provide to Canada is subject to verification by Canada during the offer evaluation period (before issuance of a standing offer) and after issuance of a standing offer. The Standing Offer Authority will have the right to ask for additional information to verify offerors' compliance with the certifications before issuance of a

standing offer. The offer will be declared non-responsive if any certification made by the Offeror is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Standing Offer Authority for additional information will also render the offer non-responsive.

1. Certifications Precedent to Issuance of a Standing Offer

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

1.1 Federal Contractors Program - Certification

Federal Contractors Program - \$200,000 or more

For more information on the Federal Contractors Program, consult also Annex 5.1.

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 the issuance of a standing offer. If the Offeror, or, if the Offeror 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 issuance of a standing offer.

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 offers from ineligible contractors, including an offer from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

2. If the Offeror does not fall within the exceptions enumerated in 3.(

a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP, the Offeror must fax (819-953-8768) a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.

3. The Offeror, or, if the Offeror is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Offeror 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 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.

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, offerors must provide the information required below.

Definitions

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.

"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.

"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.

Former Public Servant in Receipt of a Pension

Is the Offeror a FPS in receipt of a pension as defined above? YES ()
NO ()

If so, the Offeror must provide the following information:

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

Work Force Reduction Program

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? YES () NO ()

If so, the Offeror 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.

Certification

By submitting an offer, the Offeror certifies that the information submitted by the Offeror in response to the above requirements is accurate and complete.

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

1.1 The Offeror offers to perform the Work in accordance with the Statement of Work at Annex A.

2. Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) 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>) Manual issued by Public Works and Government Services Canada.

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2.1 General Conditions

2005 (2011-05-16) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

2.2 Standing Offers Reporting

Periodic Usage Reports - Standing Offer

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer.

Standing Offer Number: _____

Supplier's Name: _____

Reporting Period (FY and Quarter)	Total \$ Value of Orders for the Reporting Period (incl HST)	Total \$ Value of Orders to Date (incl HST)

If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "NIL" report.

The data must be submitted on a quarterly basis to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31;
- 4th quarter: January 1 to March 31.

The data must be submitted to the Standing Offer Authority no later than **30** (insert number of days) calendar days after the end of the reporting period.

3. Term of Standing Offer

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3.1 Period of the Standing Offer

*****Initial period of 3 years*****

The period for making call-ups and providing services against the Standing Offer is from _____ to _____ inclusive.

3.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional two periods of one year, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 30 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

4. Authorities

4.1 Standing Offer Authority

The Standing Offer Authority is:

Albert Yamamoto
Supply Specialist
Public Works and Government Services Canada
Acquisitions, Vancouver

800 Burrard Street, Room 641
Vancouver, British Columbia V6Z 2V8
Canada

Telephone : 604-775-7549
Fax : 604-775-7526

E-mail : albert.yamamoto@pwgsc-tpsgc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

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4.2 Project Authority

The Project Authority for the Standing Offer is:

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____ - ____ - _____

Facsimile: ____ - ____ - _____

E-mail address: _____

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up under the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

4.3 Offeror's Representative

4.3.1 General enquiries

Name: _____

Title: _____

Tel: _____

Fax: _____

E-mail: _____

4.3.2 Delivery follow-up

Name: _____

Title: _____

Tel: _____

Fax: _____

E-mail: _____

5. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is:

Canada Border Service Agency
Pacific Region

6. Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using Form PWGSC-TPSGC 942, Call-up Against a Standing Offer, or electronic document.

7. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$15,000.00 (Goods and Services Tax or Harmonized Sales Tax included).

8. Financial Limitation -Total

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$_____ (Goods and Services Tax or Harmonized Sales Tax excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 4 months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2011-05-16), General Conditions - Standing Offers - Goods or Services
- d) 2010B (2011-05-16) General Conditions - Professional Services (Medium Complexity) will apply to the contract
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) the Offeror's offer _____ (insert date of offer), _____ (if the offer was clarified or amended, insert at the time of issuance of the offer: "as clarified on _____" or "as amended _____". (insert date(s) of clarification(s) or amendment(s) if applicable).

10. Certifications

10.1 Compliance

Compliance with the certifications provided by the Offeror is a condition of authorization of the Standing Offer and subject to verification by Canada during the term of the Standing Offer and of any resulting contract that would continue beyond the period of the Standing Offer. In the event that the Offeror does not comply with any certification or it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

10.2 SACC Manual Clauses

11. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in British Columbia.

B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

1. Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer in accordance with Annex A.

2. Standard Clauses and Conditions

2.1 General Conditions

2010B (2011-05-16), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

3. Term of Contract

3.1 Delivery Date

Delivery must be completed in accordance with the call-up against the Standing Offer.

4. Payment

4.1 Basis of Payment

In accordance with Annex B.

4.2 Monthly Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- (a) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- (b) all such documents have been verified by Canada;
- (c) the Work performed has been accepted by Canada.

5. Insurance

SACC Manual clause G1005C (2008-05-12) Insurance

ANNEX A - STATEMENT OF WORK

TITLE	Tactical First Aid Training
OBJECTIVE	<p>Canada Border Services Agency (CBSA) Pacific Region has a requirement to establish a three year Standing Offer for the delivery of Tactical First Aid Training for Front Line Officers and Trainers.</p> <p>The requirement is to award a three year Standing Offer with an option to extend the Standing Offer for two- one year periods.</p>
BACKGROUND	<p>The requirement of the Tactical First Aid Training is a mandatory segment of the various certifications that the CBSA Officers must adhere.</p> <p>CBSA Officers are required to obtain recertification of Controlled Defensive Tactics (CDT) and Tactical First Aid Training every three years. Officers who are taking the CDT Core or Recertification and Arming training are required to renew the Tactical First Aid Certification to ensure that all necessary permits coincide.</p> <p>CBSA Officials interact with members of the public & with fellow officers on a regular basis, this establishes the possibility that they will be required to administer first aid should any trauma or incident occur.</p>
SCOPE	<ol style="list-style-type: none">1) Delivery of one day Tactical First Aid training that is geared towards Enforcement Officers.2) The Tactical First Aid training must meet the requirements of the CBSA Use Of Force Policies.3) The Contractor must be certified by Human Resources Development Canada and have approval by The Minister of Labour in accordance with Part XVI, First Aid, of the <i>Canada Occupational Health and Safety Regulations</i>.4) The Contractor must possess a minimum of 3 years of Tactical First Aid training.5) Each session will hold a minimum of ten participants.6) Approximately three to four sessions will be scheduled each month at various locations in the Pacific Region.
TASKS	<ol style="list-style-type: none">1) The Tactical First Aid training must meet the 3-year certification standard equivalent to Standard First Aid and CPR Level C.2) The training must provide officers the necessary assessment skills to perform immediate care of casualties occurring at the scene of an emergency or while in the care & control of law enforcement personnel.3) Additional training in this discipline must include consideration for tactical situations and officer safety.

	<p>4) The session must be provided within a 7.5 hour day.</p> <p>5) The course must consist of a self-paced online component that requires a 75% pass mark; followed by a facilitated classroom session with lecture & practical instruction.</p>
CLIENT SUPPORT	<p>The Project Authority will:</p> <ol style="list-style-type: none"> 1) Arrange location, classroom and any audio visual equipment necessary for the training; 2) Provide a minimum of 3 weeks notice for scheduling courses; 3) Provide a minimum of 3 days notice for cancellations; 4) Generate a Participants attendee list for each scheduled session; 5) Reimburse travel expenses according to the National Joint Council Travel Directive;
DELIVERABLES	<p>The Contractor must:</p> <ol style="list-style-type: none"> 1) Present 1 day - 7.5 hour training session, including online segment that meets the 3-year certification standard equivalent to Standard First Aid & CPR Level C; 2) Deliver training at various CBSA locations within the Pacific Region. The Pacific Region consists of locations, such as: Victoria, Vancouver, Surrey, Richmond, Kingsgate, Prince George, Osoyoos, Rossland, Prince Rupert & Whitehorse, Yukon. 3) Provide any handout material & job aids that are directly related to the training. 4) Provide a certificate for each participant who has successfully completed the Tactical First Aid training. The certificate must have the full name of the participant, the expiry date for the certification and be signed on the issue date. 5) Provide course material that will consist of: <ol style="list-style-type: none"> a) Role and Obligations of the First Responder b) Anti-Contamination Procedures c) Emergency Scene Management d) Shock and Unconsciousness e) Cardio Pulmonary Resuscitation (CPR) f) Medical Emergencies g) Wounds and Bleeding h) Fractures & Immobilization i) Chest Injury j) Burns

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	<ul style="list-style-type: none">k) Eye Injuries and Facial (Maxillofacial) Woundsl) Abdominal & Pelvic Injuriesm) Toxicological Illness & Injuriesn) Environmental Emergencieso) Transportation & Evacuation of Casualtiesp) Joint Ligament & Muscle Injuriesq) Head & Spinal Injuries
TYPE OF CONTRACTORS	Tactical First Aid Instructors

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ANNEX B - BASIS OF PAYMENT

For the provision of Tactical First Aid Training to Canada Border Service Agency in Pacific Region in accordance with the Statement of Work (Annex A).

First three years:

\$_____ per course

First option year:

\$_____ per course

Second option year:

\$_____ per course

Travel Costs:

Travel costs will be reimbursed at actual costs incurred, based on rates not in excess of Treasury Board Travel Guideline Rates in effect at the time of travel, however the maximum travel costs to be paid, shall not exceed the estimated costs of such travel from the Greater Vancouver Area. For example if a bidder is located in Calgary and are successful and a project is in the Vancouver area the airfare and hotel costs etc., would not be paid to the firm. If the work was in Prince George, the firm would be paid the airfare from Vancouver to Prince George or Calgary to Prince George whichever is less and would be paid for hotel and meals.

Travel costs will not be reimbursed for travel within the Greater Vancouver Area.

Annex C - Point Rated Technical Criteria

C.1 Experience of the Bidder within the last five year on similar projects (including regular first aid) which have been completed successfully.

Points	Description
0-10 points	< One year experience
11-20 points	One year to < two years experience
21-30 points	Two years to < three years experience
31-40 points	Three years to < four years experience
41-50 points	Four years experience or more

_____ / 50 points

C.2 Proposed training materials, visual aids, and handouts

Points	Description
0-5 points	None
6-10 points	Fair
11-15 points	Thorough
16-20 points	Exceptional

_____ / 20 points

C.3 Self-paced On-line Course

Points	Description
0-5 points	None
6-10 points	Weak
11-15 points	Satisfactory
16-20 points	Exceptional

_____ / 20 points

C.4 Letters of Reference

Points	Description
0-5 points	No references
6-10 points	Limited references
11-15 points	Adequate references
16-20 points	Outstanding references

_____ / 10 points

C.5 Total points: _____ / 100 points

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NOTE TO BIDDERS: Please use **ONE** of the two mailing labels below and affix it securely to the outside of the envelope or package containing your bid submitted by mail or courier. For bids submitted by facsimile (Bid receiving fax (604) 775-7526), use this sheet as the cover sheet. Always ensure your company name, return address, open bidding solicitation number and closing date appear legibly on the outside of your bid submission.

AVIS AUX FOURNISSEURS: Pour le retour par la poste ou par messenger, veuillez utiliser **UNE** des étiquettes d'envoi ci-dessous et apposez-la à l'extérieur de votre enveloppe ou du colis contenant votre offre. Pour les offres soumises par télécopieur (n° du télécopieur pour la réception des offres: (604) 775-7526), utilisez cette page comme bordereau de télécopie. Assurez-vous que le nom de votre compagnie, l'adresse de retour, le numéro de l'invitation ouverte à soumissionner et la date de clôture soient lisibles à l'extérieur de votre offre.

Bid Receiving
Public Works & Government Services Canada
12TH FLOOR - 800 BURRARD STREET
VANCOUVER BC V6Z 2V8

Solicitation No. : 47890-120273/A **SD U000**

Solicitation Closes at : **2:00 PM Pacific Time**
on : 2012-08-14

Réception des soumissions
Travaux publics et services gouvernementaux Canada
800 rue Burrard, 12^e étage
Vancouver (C.-B) V6Z 2Z8

N° de l'invitation : 47890-120273/A **SD U000**

La réception des soumissions prend fin le : 2012-08-14
à : **14h HP**
