

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

**Bid Receiving  
PWGSC  
33 City Centre Drive  
Suite 480  
Mississauga  
Ontario  
L5B 2N5  
Bid Fax: (905) 615-2095**

## Request For a Standing Offer Demande d'offre à commandes

Regional Individual Standing Offer (RISO)  
Offre à commandes individuelle régionale (OCIR)

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  
Ontario Region  
33 City Centre Drive  
Suite 480  
Mississauga  
Ontario  
L5B 2N5

<b>Title - Sujet</b> ASIST Training	
<b>Solicitation No. - N° de l'invitation</b> W0113-120002/A	<b>Date</b> 2012-11-24
<b>Client Reference No. - N° de référence du client</b> W0113-3-Q1228	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$TOR-015-6099
<b>File No. - N° de dossier</b> TOR-2-35128 (015)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2013-01-07</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Abela, Aaron	<b>Buyer Id - Id de l'acheteur</b> tor015
<b>Telephone No. - N° de téléphone</b> (905)615-2061 ( )	<b>FAX No. - N° de FAX</b> (905)615-2060
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE CFB Borden 247 Cambrai Rd., Bldg. O-111 Borden Ontario L0M1C0 Canada	
<b>Security - Sécurité</b> 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

Solicitation No. - N° de l'invitation

W0113-120002/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

tor015

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

W0113-3-Q1228

File No. - N° du dossier

TOR-2-35128

CCC No./N° CCC - FMS No/ N° VME

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Please see attached Request for Standing Offer.

## **TABLE OF CONTENTS**

### **PART 1 - GENERAL INFORMATION**

1. Introduction
2. Summary
3. Debriefings

### **PART 2 - OFFEROR INSTRUCTIONS**

1. Standard Instructions, Clauses and Conditions
2. Submission of Offers
3. Enquiries - Request for Standing Offers
4. Applicable Laws

### **PART 3 - OFFER PREPARATION INSTRUCTIONS**

1. Offer Preparation Instructions

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

1. Evaluation Procedures
2. Basis of Selection

### **PART 5 - CERTIFICATIONS**

1. Mandatory Certifications Required Precedent to Issuance of a Standing Offer
2. Additional Certifications Precedent to Issuance of a Standing Offer

### **PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

#### **A. STANDING OFFER**

1. Offer
2. Standard Clauses and Conditions
3. Term of Standing Offer
4. Authorities
5. Identified Users
6. Call-up Instrument
7. Limitation of Call-ups
8. Financial Limitation
9. Priority of Documents
10. Certifications
11. Applicable Laws

#### **B. RESULTING CONTRACT CLAUSES**

1. Statement of Work
2. Standard Clauses and Conditions
3. Term of Contract
4. Payment
5. Invoicing Instructions
6. Insurance Requirements

Solicitation No. - N° de l'invitation  
W0113-120002/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
tor015

Client Ref. No. - N° de réf. du client  
W0113-3-Q1228

File No. - N° du dossier  
TOR-2-35128

CCC No./N° CCC - FMS No./N° VME

---

## 7. SACC Manual Clauses

### List of Annexes:

Annex A - Statement of Work  
Appendix A-1 ASIST Trainer Schedule  
Annex B - Basis of Payment

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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, 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.  |

The Annexes include the Statement of Work, and the Basis of Payment.

Pursuant to section 01 of Standard Instructions 2006 and 2007, Offerors must submit a complete list of names of all individuals who are currently directors of the Offeror. 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. Summary**

To establish a Regional Individual Standing Offer (RISO) for the supply of Applied Suicide Intervention Skills Training (ASIST) Workbooks and Suicide Intervention Handbooks, and one qualified ASIST instructor to co-teach under the Detention Custodian course on an 'as and when requested' basis.

The estimated business volume is anticipated as \$11,300.00/yr (taxes included)

The requirement is subject to the provisions of the Agreement on Internal Trade (AIT).

The requirement is not subject to the provisions of the North American Free Trade Agreement (NAFTA) and World Trade Organization (WTO)

The period of the Standing Offer is for a period of three (3) years from February 1, 2013 to January 31, 2016.

Only one (1) Standing Offer will be issued as a result of this Request for Standing Offer (RFSO)

### **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 Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-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 (2012-11-19) 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.

### **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 Ontario.

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.

### **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 (2 hard copies)

Section II: Financial Offer (1 hard copy)

Section III: Certifications (1 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) (<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 8.5 x 11 inch (216 mm x 279 mm) 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 detailed below. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

#### **Payment by Credit Card**

Canada requests that offerors complete one of the following:

- (a) ( ) Government of Canada Acquisition Cards (credit cards) will be accepted for payment of call-ups against the standing offer.

Solicitation No. - N° de l'invitation  
W0113-120002/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
tor015

Client Ref. No. - N° de réf. du client  
W0113-3-Q1228

File No. - N° du dossier  
TOR-2-35128

CCC No./N° CCC - FMS No./N° VME

The following credit card(s) are accepted:

VISA \_\_\_\_\_

Master Card \_\_\_\_\_

- (b) ( ) Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of call-ups against the standing offer.

The Offeror is not obligated to accept payment by credit card.

Acceptance of credit cards for payment of call-ups will not be considered as an evaluation criterion.

### 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

Item	Mandatory Technical Requirements	Page # in Proposal	Comments
1	The Organization must have four (4) or more years experience providing ASIST training sessions.  The Offeror must submit supporting documentation to substantiate the years of business with their offer.		



2	<p>The Offeror must propose and name a minimum of three (3) certified ASIST instructors that may be drawn upon for work under this Standing Offer.</p> <p>The Offeror must provide with their bid, a copy of a valid (at the time this solicitation is published ) ASIST Training Certificate issued by the Canadian Mental Health Association for each proposed instructor.</p> <p>Full Name of Candidate #1</p> <hr/> <p>Full Name of Candidate #2</p> <hr/> <p>Full Name of Candidate #3</p> <hr/> <p>The Offeror's proposed instructors may demonstrate several candidates, however, Canada will only evaluate the first three (3) resources identified.</p>		
3	<p>Each of the instructors proposed by the Offeror must have two (2) years of experience conducting ASIST training sessions.</p> <p>To demonstrate this experience, the Offeror must clearly outline in writing the details of three (3) training sessions taught by each proposed instructor within the last two (2) years, from the date the solicitation is published, where one (1) training session involved fifteen (15) or more students</p> <p>The bidder must also provide the name of the organization worked for, the period/dates the ASIST training sessions were provided, the number of students per class and a reference/contract person which may or may not be contacted to verify the information provided.</p>		

## 1.2 Financial Evaluation

1.2.1 The Offer must submit prices in accordance with Annex B, Basis of Payment.

1.2.2 The price used in the Financial Evaluation will be calculated in accordance with Annex B, Basis of Payment. Firm rates will be established for all items for the duration of the Standing Offer. The aggregate of the extended prices derived from the Estimated Usage will be used as the bid evaluation price.

## 2. Basis of Selection

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

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## 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. **Mandatory Certifications Required Precedent to Issuance of a Standing Offer**

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

**1.1.1** By submitting an offer, the Offeror 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 an offer, the Offeror 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 Offeror, 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 offer 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 Offeror and any of the Offeror's affiliates, will also be required to remain free and clear of any acts or convictions specified herein during the entire period of the Standing Offer and any call-ups made against the Standing Offer.

Offerors who are incorporated, including those submitting offers as a joint venture, must provide with their offer or promptly thereafter a complete list of names of all individuals who are currently directors of the Offeror. Offerors submitting offers as sole proprietorship, including those submitting offers as a joint venture, must provide the name of the owner with their offer or promptly thereafter. Offerors submitting offers 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 offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply will render the offer non-responsive. Providing the required names is a mandatory requirement for issuance of a standing offer and award of a contract.

Canada may, at any time, request that an Offeror provide properly completed and Signed Consent Forms ([Consent to a Criminal Record Verification](http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html) 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 offer being declared non-responsive.

## **2. Additional 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.

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

Suppliers who are subject to the Federal Contractors Program (FCP) and have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive federal 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 a 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.

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 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;
- d. ( ) has not been declared an ineligible contractor by HRSDC, and has a valid certificate number as follows: \_\_\_\_\_.

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, 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 FPS. 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

### **2.3 Canadian Content Certification**

This procurement is conditionally limited to Canadian goods and Canadian services.

Subject to the evaluation procedures contained in the request for standing offer, offerors acknowledge that only offers with a certification that the goods and services offered are Canadian goods and Canadian services, as defined in clause [A3050T](#), may be considered.

Failure to provide this certification completed with the offer will result in the goods and services offered being treated as non-Canadian goods and non-Canadian services.

The Offeror certifies that:

( ) a minimum of 80 percent of the total price for the offer consist of Canadian goods and Canadian services as defined in paragraph 5 of clause [A3050T](#).

For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult [Annex 3.6](#).(9), Example 2, of the Supply Manual.

**2.3.1** SACC Manual clause A3050T (2010-01-11) Canadian Content Definition

### **2.4 Status and Availability of Resources**

SACC Manual Clause M3020T (2010-01-11) Status and Availability of Resources

## **PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

### **A. STANDING OFFER**

#### **1. Offer**

**1.1** The Offeror offers to fulfill the requirement 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 Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

#### **2.1 General Conditions**

2005 (2012-11-19) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

Solicitation No. - N° de l'invitation  
W0113-120002/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
tor015

Client Ref. No. - N° de réf. du client  
W0113-3-Q1228

File No. - N° du dossier  
TOR-2-35128

CCC No./N° CCC - FMS No./N° VME

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### **3. Term of Standing Offer**

#### **3.1 Period of the Standing Offer**

The period for making call-ups against the Standing Offer is from February 1, 2013 to January 31, 2016.

### **4. Authorities**

#### **4.1 Standing Offer Authority**

The Standing Offer Authority is:

Name: Aaron Abela  
Title: Supply Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Ontario Region  
Address: 33 City Centre Drive Suite 480C  
Mississauga, Ontario L5B 2N5  
Telephone: (905) 615-2061  
Facsimile: (905) 615-2060  
E-mail address: [aaron.abela@pwgsc.gc.ca](mailto:aaron.abela@pwgsc.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.

#### **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.

Solicitation No. - N° de l'invitation  
W0113-120002/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
tor015

Client Ref. No. - N° de réf. du client  
W0113-3-Q1228

File No. - N° du dossier  
TOR-2-35128

CCC No./N° CCC - FMS No./N° VME

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#### **4.3 Offeror's Representative**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

E-mail address: \_\_\_\_\_

#### **5. Identified Users**

The Identified User authorized to make call-ups against the Standing Offer is: Department of National Defence, Canadian Forces Base, Borden, Ontario, Canada.

#### **6. Call-up Instrument**

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

#### **7. Limitation of Call-ups**

Individual call-ups against the Standing Offer must not exceed \$4,000.00 (Goods and Services Tax or Harmonized Sales Tax included).

#### **8. Financial Limitation**

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$\_\_\_\_TBD\_\_\_\_ (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 four (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 (2012-11-19), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010A (2012-11-19), General Conditions – Services (Medium Complexity);
- e) Annex A, Statement of Work;
- f) Appendix A-1, ASIST Trainer Schedule
- g) Annex B, Basis of Payment;
- h) the Offeror's offer dated \_\_\_\_\_

## **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.

## **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 \_\_\_\_\_.

## **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 provide the items detailed in the call-up against the Standing Offer.

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

#### **2.1 General Conditions**

2010A (2012-11-19), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

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

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

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

### **4. Payment**

#### **4.1 Basis of Payment**

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex "B", to a limitation of expenditure of \$\_\_\_\_TBD\_\_\_\_\_. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

#### **4.2 Limitation of Expenditure**

1. Canada's total liability to the Contractor under the Contract must not exceed \$\_\_\_\_\_. Customs duties are included, and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.



2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. 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 contract funds provided are inadequate for the completion of the Work, whichever comes first.
3. 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.

#### **4.3 Single Payment**

SACC Manual clause H1000C (2008-05-12) Single Payment

#### **4.4 Payment by Credit Card**

The following credit cards are accepted: \_\_\_\_\_ and \_\_\_\_\_.

#### **5. Invoicing Instructions**

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
  - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
  - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

#### **6. Insurance**

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

#### **7. SACC Manual Clauses**

A9062C (2011-05-16) Canadian Forces Site Regulations

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## **ANNEX "A"**

### **STATEMENT OF WORK**

#### **1. TITLE: Applied Suicide Intervention Skills Training (ASIST)**

#### **2. ABBREVIATIONS**

ASIST – Applied Suicide Intervention Skills Training  
CFB – Canadian Forces Base  
CFSPDB – Canadian Forces Service Prison Detention Barracks  
TP – Training Program  
CF – Canadian Forces  
PSP – Personnel Support Programs

#### **3. INTRODUCTION**

The Department of National Defence, Canadian Forces Support Training Group, Training and Canadian Forces Service Prison Detention Barracks requires the services of a contractor to provide ASIST Workbooks and Suicide Intervention Handbooks; and one qualified ASIST instructor to co-teach under the Detention Custodian 2-day course on an 'as and when requested' basis.

The Applied Suicide Intervention Skills Training (ASIST) is a two day training program, which is included in the Training Plan (TP) of the Detention Custodian course and instructed as part of the course. The outline of the training is included under Appendix A-1.

Detention Custodian is the base course for Canadian Forces members to be able to work/supervise in a service custody area.

The CFSPDB conducts the Detention Custodian course twice each fiscal year (up to a maximum of 25 students per course), with the possibility of an additional course each year.

#### **4. SCOPE OF WORK**

4.1 The Contractor must provide the following deliverables on an, 'as and when requested' basis:

**(a) Course Material Bundle** (minimum order quantity of 10)  
Each Course Material Bundle must consist of the following items

- (i) 1 x ASIST Workbook: LivingWorks Ed Inc. 05/2008
- (ii) 1 x Suicide Intervention Handbook: LivingWorks Ed Inc. 10<sup>th</sup> Edition
- (iii) 1 x Suicide First Aid wallet card per student;
- (iv) 1 x Suicide First Aid sticker per student; and
- (v) 1 x Participant Certificate per student.

**(b) ASIST Course Instructor**

One qualified ASIST instructor to co-each with a Canadian Forces or PSP instructor.

## **7. TRAINING DATES**

CFSPDB will normally conduct two courses each year, with one course being in the spring timeframe and one in the fall timeframe. A third course may be added each year depending on the operational requirements of the Canadian Forces.

At the request of the CF, the Contractor must provide a Qualified ASIST Course Instructor when required. The Contractor will be given a minimum of four (4) weeks advance notice prior to the start of the scheduled training session.

## **8. SCHEDULE OF COURSES**

The Project Authority retains the right to adjust the schedule.

The Project Authority will provide a minimum four (4) weeks notice prior to a course being scheduled that requires the Contractor to supply a qualified instructor.

All student training associated to this requirement will occur daily between 0800 hours to 1600 hours. ASIST training schedule is attached as Appendix A-1.

## **9. CANCELLATION**

Without restricting any other term or condition, it is understood that there will be no charge for cancelled courses with a 48 hour notice given by CF. Notice of cancellation of classes, will be given not less than 7 days in advance.

## **10. PROVISION OF QUALIFIED INSTRUCTORS**

Training sessions conducted in part by an instructor supplied by the Contractor, when applicable, must have a valid ASIST teaching certification from the Canadian Mental Health Association. If the trainer assigned to the contract has to be replaced for reasons which are beyond the Contractor's control, the Contractor must be responsible for providing a qualified replacement who must be of similar ability and attainment.

## **11. CONSTRAINTS**

- a) The training sessions are for CF personnel only;
- b) The maximum number of students will be 25 per class / per session
- c) Confidentiality, the expectation is that the Contractor / Instructor will treat student information as private information to be safe guarded and disclosed to the CF or PSP staff and individual students only, as required.
- d) The language of instruction will be English

## **12. GOVERNMENT FURNISHED EQUIPMENT/INFORMATION**

The Project Authority will provide the Contractor following in performing the work under the Contract:

- a) Providing all classroom and support facilities for the duration of the course;
- b) Providing participant workshop evaluations to the Contractor within thirty calendar days of the completion of the training session;

Solicitation No. - N° de l'invitation  
W0113-120002/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
tor015

Client Ref. No. - N° de réf. du client  
W0113-3-Q1228

File No. - N° du dossier  
TOR-2-35128

CCC No./N° CCC - FMS No./N° VME

- 
- c) Issuing ASIST qualification certificates on behalf of the Contractor
  - d) Completing ASIST Trainer Report Form and forward to the Contractor within thirty calendar days of the completion of the training session.

### **13. LOCATION OF WORK**

The training will normally be conducted at CFB Edmonton, Lecture Training Facility, 407 Rhine Road, CFB Edmonton, Edmonton, Alberta. T5J 4J5. Should a change in venue occur, the CF will identify this to the contractor at least fifteen (15) days in advance of the training session.

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## APPENDIX A-1

### **ASIST Trainer Schedule**

1.0	<b>PREPARING</b>	
1.1	Registration-----Both	20 min
1.2	Why First Aid-----Trainer A	15 min
1.3	Why ASIST-----Trainer A	5 min
1.4	About the Participants-----Trainer B	15 min
1.5	About the Workshop-----Trainer A	10 min
1.6	About Connecting and video-----Trainer B	20 min
2.0	<b>CONNECTING</b>	Trainer A and Trainer B (each in small workgroup)
2.1	Initial Discussion	15 min
2.2	Connecting Feelings	50 min
2.3	Conclusions	10 min
2.4	Connecting Attitudes	55 min
3.0	<b>UNDERSTANDING</b>	Trainer A and Trainer B (each in small workgroup)
3.1	Introduction	10 min
3.2	Exploring Invitations	30 min
3.3	Asking About Thoughts	10 min
3.4	Listening for Reasons	20 min
3.5	Reviewing Risk	30 min
3.6	Contracting Safeplan	40 min
3.7	Follow Up Commitments	5 min
3.8	Review and Practice	15 min

### **End of Day 1**

4.0	<b>ASSISTING</b>	
4.1	Introduction (Trainer A)	5 min

4.2	Structure (Trainer A)	18 min
	Illustration of SIM's structure- video	12 min
4.3	Process (Trainer B)	33 min
	Illustration of SIM's process- video	10 min
4.4	Transition to Practice (Both)	15 min
4.5	Shotgun (Trainer A)	10 min
4.6	Ambivalence Facilitator (Trainer B)	15 min
	Ambivalence Christina (Trainer A)	
4.7	Bridge Facilitator (Trainer A)	40 min
	Person on Bridge (Trainer B)	
4.8	Nick Walker (Trainer B)	15 min
4.9	Workgroup Simulations (Both)	
<b>5.0</b>	<b>NETWORKING</b>	
5.1	Sharing Resources (Trainer A)	10 min
5.2	Hopes and Networking (Trainer B)	15 min
5.3	Closing the Workshop (Trainer A)	5 min

## End of Day 2

### ASIST Trainer Tasks

#### Day 1

<u>Who</u>	<u>Time</u>	<u>Duration</u>	<u>Preparing Task/Activity (Day 1)</u>	<u>Notes</u>
	0830	15 min	1.1 Registration	Whole Group
	0845	15 min	1.2 Why First Aid	Whole Group
	0900	05 min	1.3 Why ASIST	Whole Group
	0905	15 min	1.4 About the Participants	Whole Group
	0920	10 min	1.5 About the Workshop	Whole Group

Solicitation No. - N° de l'invitation  
W0113-120002/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
tor015

Client Ref. No. - N° de réf. du client  
W0113-3-Q1228

File No. - N° du dossier  
TOR-2-35128

CCC No./N° CCC - FMS No./N° VME

	0930	10 min	Break	
	0940	20 min	1.6 About Connecting	Whole Group
<b>Who</b>	<b>Time</b>	<b>Duration</b>	<b>Connecting Task/Activity (Day 1)</b>	<b>Notes</b>
	1010	50 min	2.1 Initial Discussion of Feelings and Experiences	Workgroup
	1100	15 min	2.2 Connecting Feelings, Experiences and Suicide First Aid	Workgroup
	1115	20 min	2.3 Conclusions about Connections	Workgroup
	1135	5 min	Break	
	1140	50 min	2.4 Connecting Attitudes and Suicide First Aid	Workgroup
	1230	60 min	Meal Break	
<b>Who</b>	<b>Time</b>	<b>Duration</b>	<b>Understanding Task/Activity (Day 1)</b>	<b>Notes</b>
	1330	10 min	3.1 Introduction	Workgroup
	1340	30 min	3.2 Exploring Invitations	Workgroup
	1410	10 min	3.3 Asking about Thoughts of Suicide	Workgroup
	1420	10 min	Possible Break	
	1430	20 min	3.4 Listening to the Reasons for and Against Dying	Workgroup
	1450	30 min	3.5 Reviewing Risk	Workgroup
	1520	10 min	Possible Break	
	1530	40 min	3.6 Contracting a Safeplan	Workgroup
	1610	5 min	3.7 Following-up on Commitments	Workgroup
	1615	15 min	3.8 Review and Practice	Workgroup
<b>Day 2*</b>				
<b>Who</b>	<b>Time</b>	<b>Duration</b>	<b>Assisting Task/Activity (Day 2)</b>	<b>Notes</b>
	0830	05 min	4.1 Introduction	Whole Group
	0835	18 min	4.2 Structure of an Intervention	Whole Group
	0853	17 min	Video: It Begins with You (Structure)	Whole Group

Solicitation No. - N° de l'invitation  
W0113-120002/A

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W0113-3-Q1228

File No. - N° du dossier  
TOR-2-35128

CCC No./N° CCC - FMS No./N° VME

0910	5 min	Mini-break (stand/stretch)	
0915	33 min	4.3 Process of an Intervention	Whole Group
0948	17 min	Video: It Begins with You (Process)	Whole Group
1005	15 min	4.4 Transition to Practice	Whole Group
1020	15 min	Break	
1035	10 min	4.5 Shotgun Simulation	Whole Group
1045	15 min	4.6 Ambivalence Simulation	Whole Group
1100	40 min	4.7 Bridge Simulation	Whole Group
1140	15 min	4.8 Nick Walker Simulation	Whole Group
1155	5 min	Transition Break	
1200	30 min	4.9 Workgroup Simulations	Workgroup
1230	60 min	Meal Break	
1330	130 min	4.9 Workgroup Simulations with 15 minute break where needed	Workgroup

Who	Time	Duration	Networking Task/Activity (Day 2)	Notes
	1600	10 min	5.1 Sharing Resources and Self-Care Ideas	Whole Group
	1610	15 min	5.2 Hopes and Networking	Whole Group
	1625	5 min	5.3 Closing the Workshop	Whole Group



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**ANNEX "B"**

**BASIS OF PAYMENT**

Firm unit prices in Canadian funds including Canadian customs duties, excise taxes, and F.O.B. Destination, including all delivery charges to destination(s) specified. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) is not included

**1. GENERAL INFORMATION**

1.1 Minimum Order Quantity for Course Material Bundle is ten (10).

1.2 Travel and Living Expenses

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the [Treasury Board Travel Directive](#), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". [http://www.tbs-sct.gc.ca/pubs\\_pol/hrpubs/tbm\\_113/menu-travel-voyage-eng.asp](http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/tbm_113/menu-travel-voyage-eng.asp)

All travel must have the prior authorization of the Project Authority.

All payments are subject to government audit

1.3 All items are "As and When Requested" Quantity.

**From February 1, 2013 to January 31, 2016**

Item	Description	Estimated Quantity	Unit of Issue	Unit Price	Extended Price
1.	<b>Course Material Bundle</b> As described in Annex "A" – Statement of Work, Section 4, Subsection 4.1 (a)  - Includes delivery charges	225	Each	\$	\$
2.	<b>ASIST Course Instructor</b>	9	Per 2-day Course	\$	\$
3.	<b>Travel &amp; Living Expenses</b>	9	Per 2-day Course	\$	\$
<b>TOTAL EVALUATED COST: \$ _____</b>					