

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada**
PO Box 1408, Room 100
167 Lombard Ave.
Winnipeg
Manitoba
R3C 2Z1
Bid Fax: (204) 983-0338

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

Title - Sujet Nursing Services	
Solicitation No. - N° de l'invitation H3551-123194/A	Date 2013-07-23
Client Reference No. - N° de référence du client H3551-123194	
GETS Reference No. - N° de référence de SEAG PW-\$WPG-207-8588	
File No. - N° de dossier WPG-2-35306 (207)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-08-22	
Time Zone Fuseau horaire Central Standard Time CST	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Parker, LaVona	Buyer Id - Id de l'acheteur wpg207
Telephone No. - N° de téléphone (204) 984-2351 ()	FAX No. - N° de FAX (204) 983-7796
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: HEALTH CANADA / SANTE CANADA REGIONAL DIRECTOR MSB MAN. REG. SUITE 300-391 YORK AVENUE WINNIPEG MANITOBA R3C 4W1 Canada	

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

Public Works and Government Services Canada - Western
Region
PO Box 1408, Room 100
167 Lombard Ave.
Winnipeg
Manitoba
R3C 2Z1

Delivery Required - Livraison exigée See Herein	Delivery Offered - Livraison proposée
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 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, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security, 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 Invoice Template, the Time Sheet, the Security Requirements Checklist, the Insurance Requirements, the Task Authorization Form, the Point Rated Evaluation Criteria, the Nurse Experience Form, the Call Back Sheet, Personal Protective Equipment and Nurse Evaluation Table.

2. Summary

Health Canada, First Nations and Inuit Health Branch (FNIHB) requires relief nursing services on reserves in northern Manitoba on an "as and when" requested basis. The nurses will replace Health Canada employed nurses who are either on vacation, are sick or where Health Canada is temporarily unable to fill a position with an employed nurse. The period of the Contract is for a six (6) month period from date of award with one (1) six (6) month option period.

It is expected the Public Works and Government Services Canada (PWGSC) will award up to four (4) Contracts as a result of this Request for Proposal. The overall estimated value of work to be distributed amongst the successful bidders is eighteen (18) million dollars.

There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. Bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Web site."

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.

The requirement is limited to Canadian goods and/or services.

This procurement is set aside under the federal government's Procurement Strategy for Aboriginal Business.

This procurement is set aside from the international trade agreements under the provision each has for set asides for small and minority businesses.

Further to Article 1802 of the Agreement on Internal Trade (AIT), AIT does not apply to this procurement.

There is a Federal Contractors Program (FCP) for employment equity requirement associated with this procurement; see Part 5 - Certifications, Part 7- Resulting Contract Clauses and the annex named Federal Contractors Program for Employment Equity - Certification.

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 working 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

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 (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

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.

The 2003 (2012-11-19) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: one hundred and twenty (120) days

2. Submission of Bids

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.

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

3. Former Public Servant

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, 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

As per the above definitions, is the Bidder a FPS in receipt of a pension? Yes () No ()

If so, the Bidder must provide the following information, for all FPS in receipt of a pension, as applicable:

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

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 Applicable Taxes.

4. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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.

5. Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Manitoba.

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.

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (four hard copies)

Section II: Financial Bid (one hard copy)

Section III: Certifications (one hard copy)

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

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.

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:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and 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 Bid

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.

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.

Section II: Financial Bid

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

- 1.2 C3011T Exchange Rate Fluctuation 2010-10-11

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

1.1 Technical Evaluation

1.1.1. Mandatory Technical Criteria

1. The Bidder must describe in their proposal the approach and method by which they will manage performance and quality assurance.
2. The Bidder must detail in their proposal their Remote and Isolated Pre-Placement Nursing Education Program and Continuing Education Program they propose to offer to all nurses in advance of coming into a community. The Bidder must provide a complete curriculum along with identification of the time allocated to each content area as well as a description of how the content will be delivered.

3. The Bidder must provide a minimum of thirty (30) designated nurses to perform the Work throughout any resulting contract. Each designated nurse must have, and the Bidder must provide copies in their proposal of the following for each nurse proposed:

- i. an active College of Registered Nurses of Manitoba (CRNM) registration with no restrictions.
- ii. a Heart and Stroke Foundation Basic Life Support for Healthcare Providers
- iii) eChart certification with user ID/password
- iv) Immunization Competencies

4. The Bidder must demonstrate in their proposal the experience of their firm.

1.1.2 Point Rated Technical Criteria

See Annex H, Point Rated Technical Criteria

1.2 Financial Evaluation

1.2.1 Mandatory Financial Criteria

SACC Manual Clause A0220T (2007-05-25), Evaluation of Price

2. Basis of Selection

1. To be declared responsive, a bid must:

- a. comply with all the requirements of the bid solicitation; and
- b. meet all mandatory technical evaluation criteria; and
- c. obtain the required minimum points specified for criteria 2. Remote and Isolated Pre-Placement Nursing Education Program; and
- d. obtain the required minimum of 140 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 200 points; and
- e. the assessed price of a bid does not exceed the Average Price of all technically responsive bids by more than 25%

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

3. All responsive bids will be ranked, lowest to highest based on their total evaluated price. The Bidders with the top four (4) lowest evaluated price may be awarded a Contract. The Estimated

Overall Value of this requirement will be allocated among the top four ranked Bidders as follows:

- 1st (lowest total evaluated price) = 60%
- 2nd = 20%
- 3rd = 10%
- 4th = 10%

If there are fewer than four compliant bidders, the Estimated Overall Value of this requirement will be allocated as follows:

1st (lowest total evaluated price) = 70%

2nd = 20%

3rd = 10%

If there are fewer than three compliant bidders, the Estimated Overall Value of this requirement will be allocated as follows:

1st (lowest total evaluated price) = 80%

2nd = 20%

OR

One compliant bidder = 100%.

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and documentation to be awarded a contract.

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default, if any certification made by the Bidder is found to be untrue whether during the bid evaluation period or during the contract period

The Contracting Authority will have the right to ask for additional information to verify Bidders' certifications. Failure to comply with this request will also render the bid non-responsive or will constitute default under the Contract.

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 that the Bidder and its affiliates are in compliance with the provisions as stated in Section 01 Code of Conduct and Certifications - Bid of Standard Instructions 2003. The related documentation therein required will assist Canada in confirming that the certifications are true.

1.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from Human Resources and Skills Development Canada (HRSDC) - Labour's website. Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the " Limited Eligibility to Bid " list at the time of contract award.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the " Limited Eligibility to Bid" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex Federal

Contractors Program for Employment Equity - Certification, before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

2. Additional Certifications Precedent to Contract Award and Certifications Required with the Bid

Bidders must submit the certifications as provided below:

2.1 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 is 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.

2.1.2 Canadian Content Certification

1. SACC Manual clause A3050T (2010-01-11) Canadian Content Definition.
2. This procurement is limited to Canadian services.

The Bidder certifies that:

() the service offered is a Canadian service as defined in paragraph 2 of clause A3050T.

2.1.3 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

2.1.4 Education and Experience

SACC Manual clause A3010T (2010-08-16) Education and Experience

2.2 Certifications Required with the Bid

Bidders must submit the following duly completed certifications with their bid.

2.2.1 Set-aside for Aboriginal Business

1. This procurement is set aside under the federal government's Procurement Strategy for Aboriginal Business, as detailed in Annex 9.4, Requirements for the Set-aside Program for Aboriginal Business, of the Supply Manual.

2. The Bidder:

i. certifies that it meets, and will continue to meet throughout the duration of any resulting contract, the requirements described in the above-mentioned annex;

ii. agrees that any subcontractor it engages under any resulting contract must satisfy the requirements described in the above-mentioned annex; and

iii. agrees to provide to Canada, immediately upon request, evidence supporting any subcontractor's compliance with the requirements described in the above-mentioned annex.

3. The Bidder must check the applicable box below:

() The Bidder is an Aboriginal business that is a sole proprietorship, band, limited company, co-operative, partnership or not-for-profit organization.

OR

() The Bidder is either a joint venture consisting of two or more Aboriginal businesses or a joint venture between an Aboriginal business and a non-Aboriginal business.

4. The Bidder must check the applicable box below:

() The Aboriginal business has fewer than six full-time employees.

OR

() The Aboriginal business has six or more full-time employees.

5. The Bidder must, upon request by Canada, provide all information and evidence supporting this certification. The Bidder must ensure that this evidence will be available for audit during normal business hours by a representative of Canada, who may make copies and take extracts from the evidence. The Bidder must provide all reasonably required facilities for any audits.

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

Owner/Employee Certification - Set-aside for Aboriginal Business

If requested by the Contracting Authority, the Bidder must provide the following certification for each owner and employee who is Aboriginal:

1. I am _____ (insert "an owner" and/or "a full-time employee") of _____ (insert name of business), and an Aboriginal person, as defined in Annex 9.4 of the Supply Manual entitled "Requirements for the Set-aside Program for Aboriginal Business".

2. I certify that the above statement is true and consent to its verification upon request by Canada.

Printed name of owner and/or employee

Signature of owner and/or employee

Date

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

1. Security Requirement

1. Before award of a contract, the following conditions must be met:

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
- (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
- (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.

2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.

3. For additional information on security requirements, bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Web site.

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 F.

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.

1.1 Task Authorization

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.

1.1.1 Task Authorization Process

1. Health Canada's Nurse Managers or designate will provide the Contractor with a description of their nursing needs required using the Task Authorization form specified in Annex G.
2. The Task Authorization will contain the number, duration and locations of nursing placements required. The Contractor must provide the Nurse Manager or designate the names for each of the proposed resources available for each placement as well as the estimated cost in accordance with the Basis of Payment as specified in the Contract within:
 - 5 working days if the Task Authorization was received over a month prior to the start date
 - 3 working days if the Task Authorization was received less than a month but more than two weeks prior to the start date
 - ½ hour if the Task Authorization is received less than two weeks prior to the start date.
3. It is anticipated Task Authorizations will be issued on a monthly basis, one month in advance. During peak times Health Canada requires nursing relief services (i.e. Christmas and summer relief), Task Authorizations may be sent out two months in advance. Task Authorizations may also be required for ad hoc nursing requirements that may need to be filled within short notice (ex. requiring travel between 24-48 hours notice). Task Authorizations may be issued to one or more of the ranked Task Authorization Contract holders at the same time.
4. The Contractor must provide to the Nurse Manager or designate the confirmed travel arrangements of each nurse within:
 - two weeks prior to the commencement of the placement if the Task Authorization was received over a month prior to the start date;

- 4 hours if the Task Authorization was received less than a month but more than 48 hours prior to the start date; or
 - 1 hour if travel is required within 24-48 hours for urgent ad hoc nursing requirements.
5. The Contractor must not commence work until a Task Authorization authorized by the Nurse Manager or designate has been received by the Contractor. The Contractor acknowledges that any work performed before a Task Authorization has been received will be done at the Contractor's own risk.
 6. The Contractor must perform the Work pursuant to a Task Authorization unless the Contractor has informed both the Nurse Manager and the Contracting Authority, in writing, that it is unable to perform the task as a result of previous commitments under a Task Authorization. If the Contractor cannot perform a requested task for the reason detailed above, the request to perform a task will then be made to other contractors. If no contractor can perform the task, Canada reserves the right to acquire the required Work by other means.

1.1.2 Task Authorization Limit

The Nurse Managers may authorize the individual task authorizations up to a limit of \$400,000.00 Goods and Services Tax or Harmonized Sales Tax included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Contracting Authority before issuance.

1.1.3 Task Authorization - Order of Ranking

TO BE DETERMINED contracts were awarded as a result of Public Works and Government Services Canada bid solicitation number: H3551-123194/A. The contractors' order of ranking is as follows:

Ranked first: **TO BE DETERMINED**

Ranked second: **TO BE DETERMINED**

Ranked third: **TO BE DETERMINED**

Ranked fourth: **TO BE DETERMINED**

1.1.4 Minimum Work Guarantee - All the Work - Task Authorizations

1. In this clause,

"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and

"Minimum Contract Value" means 5% of the Maximum Contract Value

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 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.

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.

4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

1.1.5 Limitation of Expenditure - Cumulative Total of all Task Authorizations

4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of **\$TO BE DETERMINED**. Customs duties are included and the Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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.

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 TAs, inclusive of any revisions, whichever comes first.

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.

1.1.6 Task Authorization Revision and Cancellation

1. A Task Authorization may only be revised by the Nurse Manager or designate or Contracting Authority, as applicable, and in writing.

2. The Nurse Manager or the Contracting Authority, as applicable, may cancel a Task Authorization, If such cancellation is prior to departure of a Contract Nurse for the location of the task, Canada will reimburse the Contractor for travel or administrative costs incurred to the point of cancellation only if the Contractor can substantiate such costs with proper documentation.

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 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

2035 (2013-04-25), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

2.2 Supplemental General Conditions

4008 (2008-12-12) Personal Information, apply to and form part of the Contract.

3. Security Requirement

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.
3. The Contractor/Offeror MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex E;
 - (b) Industrial Security Manual (Latest Edition).

4. Term of Contract

4.1 Period of the Contract

The period of the Contract is a 6 month period from date of award.

4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to One (1) additional six 6 month period 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.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 15 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.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

LaVona Parker
Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
100-167 Lombard Avenue
Winnipeg, Manitoba

Telephone: 204-984-2351
Facsimile: 204-983-7796
E-mail address: lavona.parker@pwgsc.gc.ca

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.

5.2 Project Authority

The Project Authority for the Contract is:

TO BE ANNOUNCED

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project 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.

5.3 Contractor's Representative

Name: _____
Title: _____
Company: _____
Address: _____

Telephone: _____
Facsimile: _____
E-mail address : _____

6. Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

7. Payment

7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid in accordance with the basis of payment, in Annex B.

Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

7.2 Multiple Payments

Canada will pay the Contractor upon completion and delivery of Task Authorizations 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 delivered under the Task Authorization has been accepted by Canada.

7.3 SACC Manual Clauses

A9117C (2007-11-30), T1204 - Direct Request by Customer Department

C0711C (2008-05-12), Time Verification

8. Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions, the Task Authorization, the Basis of Payment at Annex B and the Invoice Template at Annex C. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- a. a copy of time sheets in accordance with Annex D, Time Sheet, to support the time claimed signed by the onsite supervisor or designate;
 - b. a copy of the receipts for all travel expenses;
 - c. authorized Task Authorization form
2. Any invoice containing an error(s) will be returned to the Contractor for correction resulting in a delay of payment.
3. Invoices must be distributed as follows:
- a. All invoices and back up documentation must be scanned electronically and submitted to e-mail address P2P.West.Invoices-Factures.Ouest@hc-sc.gc.ca for certification and payment.
 - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

9. Certifications

9.1 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.

9.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and HRSDC-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "FCP Limited Eligibility to Bid" list. The imposition of such a sanction by HRSDC will constitute the Contractor in default as per the terms of the Contract.

9.3 SACC Manual Clauses

A3000C (2011-05-16), Aboriginal Business Certification

A3060C (2008-05-12), Canadian Content Certification

10. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Manitoba.

11. 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 supplemental general conditions 4008 (2008-12-12) Personal Information;
- (c) the general conditions 2035 (2013-04-25), General Conditions - Higher Complexity - Services;
- (d) Annex A, Statement of Work including Appendix A1 Competencies for Community Health Nurses in Nursing Stations/Health Centres with Treatment;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Invoice Template;
- (g) Annex D, Time Sheet
- (h) Annex E, Security Requirements Check List;
- (i) Annex F, Insurance Requirements;
- (j) Annex G, Task Authorization Sheet (attached electronically)
- (k) Annex H, Evaluation Criteria
- (l) Annex I, Nurse Experience Form
- (m) Annex J, Call Back Sheet (attached electronically)
- (n) Annex K, Personal Protective Equipment (attached electronically)
- (o) Annex L, Nurse Experience Table
- (m) Annex M, Federal Contractors Program for Employment Equity-Certification
- (p) the signed Task Authorizations (including all of its annexes, if any);
- (q) the Contractor's bid dated **TO BE DETERMINED**

12. Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex F. 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.

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.

The Contractor must forward to the Contracting Authority within ten (10) 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.

13. SACC Manual Clauses

A9068C (2010-01-11), Government Site Regulations

ANNEX A - STATEMENT OF WORK

BACKGROUND INFORMATION

Health Canada (HC) is having difficulty recruiting and retaining nurses in the nursing stations and two federal hospitals located in Northern Manitoba on reserves. Without adequate service, the nursing stations and hospitals may have to close for periods of time which could result in liability to Canada. As a result, the use of contract relief nursing is urgently required. This Statement of Work applies to primary health care and hospital nursing service requirements.

SCOPE

The services provided by the Contractor through its "Contract Nurses" will encompass the care of patients across the lifespan. They will work in a team of community health nurses, community program staff and physicians (on or off site) to identify and manage acute episodic or chronic illnesses, and promote health and wellness in First Nations communities. The Contract Nurses responsibilities may include direct patient care, consultation, or administration dependent upon the demands of individual task authorization. The minimum requirement for nurses to provide services is two (2) or more years experience in an acute care setting.

The Contract Nurses will provide health guidance and nursing care to individuals, families and groups in the home and community; their work is directed toward the prevention of disease and the promotion and maintenance of health. Contract Nurses may also be involved in the delivery of primary care and emergency services of a medical, obstetrical or trauma related nature.

The Contractor must have the capacity to provide at least thirty (30) Contract Nurses at all times during the period of the Contract. The Contractor must provide the services of the Contract Nurses identified in their proposal throughout the duration of the Contract. Replacement and the addition of Contract Nurses, whether subcontractors or employees, must be done in accordance with General Conditions 2035, at paragraphs 06 and 08 respectively.

The Contractor must provide First Nations and Inuit Health Branch (FNIHB) with a twenty-four hour emergency phone number.

CERTIFICATION REQUIREMENTS / COMPETENCIES

All Contract Nurses must be on the practicing roster with the College of Registered Nurses of Manitoba (CRNM), with no restrictions. All Contract Nurses must perform nursing duties in accordance with the CRNM Standards of Practice as well as work within the FNIHB competencies for community health nurses and their individual level of competency (See Appendix A1). All Contract Nurses must possess and maintain a current Heart and Stroke Foundation Basic Life Support for Healthcare Providers certification, an eChart certification with user ID/password, the Immunization competencies and hold a satisfactory PWGSC security clearance screening.

At time of Task Authorization all Contract Nurses must have certification in the Controlled Drugs and Substances Modules for First Nations and Inuit Health Branch. (these online modules are provided through Ottawa University)

The Contract Nurses are requested to have the following three (3) certifications.

1. International Trauma Life Support (ITLS) / Trauma Nursing Core Course (TNCC)
2. Pediatric Advanced Life support (PALS) / Emergency Nursing Pediatric Core Course (ENPCC)
3. Advanced Cardiac Life Support (ACLS)

The Contractor is responsible to ensure that all certifications remain updated and must forward all updates to Public Works and Government Services Canada (PWGSC). PWGSC will be responsible for confirming the mandatory requirements of each nurse prior to that nurse being utilized by FNIHB.

PWGSC will maintain a nurse roster which will be updated on the Thursday of each week only.

It is the responsibility of the agency to fit test their staff with the products available in the nursing station. See Annex K -Personal Protective Equipment for a list of masks that are available to nursing stations in accordance to standard fit testing protocols.

LOCATION OF WORK

Contract Nursing services will be required in the following Manitoba locations:

Berens River, Bloodvein, Brochet, Cross Lake, Garden Hill, God's Lake Narrows, God's River, Lac Brochet, Little Grand Rapids, Nelson House, Oxford House, Pauingassi, Poplar River, Pukatawagan, Red Sucker Lake, Shamattawa, South Indian Lake, Split Lake, St. Theresa Point, Tadoule Lake, Wasagamack, York Landing, Norway House Indian Hospital and Percy E. Moore.

While the location of the requirement will be identified at the time of the initial task request, the Nurse Manager reserves the right to change the location of the delivery of services at any point in the Task Authorization period due to operational requirements. In such circumstances, the Nurse Manager will endeavor to provide the Contractor with as much notice of the change of location as possible. Should the Contract Nurse refuse to change location, the Contract Nurse will be sent back to their starting destination and the Contractor will be responsible to pay for all return travel costs. The Contractor will

also be billed for all HC costs associated with procuring replacement personnel. These costs may include and are not limited to travel costs and any difference in hourly rates for the replacement nurse.

SELECTION OF HOURS

Contract Nursing services are required 24 hours per day, seven (7) days per week. The nursing station hours of work are between 0600 and 1800 hrs Monday to Sunday, and regularly scheduled shifts are 8 hours in duration. Extended hours of service may exist at some locations with hours of work between 08:00 - 2300 with staggered 8-12hr shifts. The Contract Nurses must work 7.5 hours per day and may be required to participate in stand-by for up to 16 hours per day during the week, and up to 24 hours per day during weekends and statutory holidays. Contract Nurses must respond to calls during their period of stand-by. In all nursing stations/ health centers with treatment, there are two (2) nurses on stand-by. In communities where road medevacs are required, three (3) nurses may be required for stand-by responsibility. **Preference in selection of hours and division of standby responsibilities will be given to FNIHB nurses and NOT to the Contract Nurses.** Contract Nurses required in hospitals must work 12 hour shifts although hours may be variable if associated with ambulance travel.

OVERTIME WORK

Overtime is defined as any work required to be performed in excess of the normal daily hours. The services for the actual time worked in 15 minute increments of work performed are payable at 1.5 times the regular hourly rate for the year in which the services are provided.

CONTRACTOR'S RESPONSIBILITIES

The Contractor is responsible for all Contract Nurses' travel related expenses including accommodations while travelling to northern communities, security and administrative costs associated with the following:

- a) fulfilling the nursing services required under each Task Authorization;
- b) changing the duration of a Contract Nurse's placement during the Task Authorization period (this includes any change in duration of a placement that occurs prior to the nurse travelling to the nursing station and any change occurring while the nurse is on site during the period of the Task Authorization); and
- c) where the Contractor is unable to find replacement personnel during a Task Authorization.

The Contractor will be responsible for additional costs incurred by HC during a Task Authorization, including those for support staff re-scheduling and accounting, for nurse manager and other HC staff orientation of replacement Contract Nurses, for HC coordination and provision of transport to and from the airport for Contract Nurses, for additional housekeeping services for Contract Nurse accommodation, and for utilization of HC nurses to perform the Task Authorization Work. Instances where such additional costs might be incurred include:

- a) the Contractor replacing a Contract Nurse during a Task Authorization for any reason;
- b) the Contractor's inability to provide a Contract Nurse replacement within the required 24 hours or not at all;
- c) where Contract Nurses damage Government Property during the period of the Task Authorization.

Canada will have the right to hold back, drawback, deduct or set off from and against the amounts of any monies owing at any time by Canada to the Contractor, any costs or damages owing and unpaid under this section.

REMOTE AND ISOLATED PRE-PLACEMENT NURSING EDUCATION PROGRAM AND CONTINUING EDUCATION PROGRAM

In advance of the first placement under this contract of each Contract Nurse, the Contractor must provide the Remote and Isolated Pre-Placement Nursing Education Program, in accordance to the proposed program outlined in its bid. This program is to prepare the Contract Nurse for the environment and the scope of practice in which the work will be done. This Remote and Isolated Pre-Placement Nursing Education Program must incorporate information to ensure that the Contract Nurse is competent to deliver Primary Health Care services as required in the nursing stations under this Contract. The Contractor will be responsible for the development and delivery of the Contract Nurse Remote and Isolated Pre-Placement Nursing Education , including any related costs (e.g. travel, salary, etc.). The Contractor's Remote and Isolated Pre-Placement Nursing Education Program must include the following components; theory, skill/competency development, and skill/competency assessment.

The Remote and Isolated Pre-Placement Nursing Education Program must incorporate didactic and practicum that assesses and makes sure that all contract nurses have the skills and competencies as outlined in the following:

Appendix A1 - Competencies for Community Health Nurses in Nursing Station/Health Centres with Treatment

Each nurse must also possess a current Heart and Stroke Foundation Basic Life Support for Healthcare providers certification, an eChart certification with user ID/password, a satisfactory PWGSC security clearance, and Immunization competencies.

b) Continuing Professional Education Program

The Contractor, as outlined in its bid, must provide a Continuing Professional Education Program that makes sure the Contract Nurses have the knowledge and/or competencies related to new legislation, treatment protocols and practices, and technologies that impact the delivery of health service in R/I communities.

The Contractor will be responsible for all costs associated with ensuring competence of their nurses prior to the acceptance of a Task Authorization for said nurse and for on-going competence training during the Task Authorization.

COMMUNICATION OF INDIVIDUAL CONTRACT NURSE PLACEMENT RESTRICTIONS

The Contractor must liaise with the Nurse Manager and the Contracting Authority in advance of any Task Authorizations being issued, to advise of any communities in which the proposed Contract Nurse is unable to provide services due to Band Council Resolutions, or due to community requests.

HC reserves the right to refuse a proposed Contract Nurse prior to authorization of a Task Authorization based on any previous documented record of poor service including that under this Contract, under any previous PWGSC procurement instruments or under previous employment with HC.

REPLACEMENT OF CONTRACT NURSE ASSIGNED UNDER A TASK AUTHORIZATION

Should any Contract Nurses be unable to provide services that have been committed to under a Task Authorization or continue to provide services during the duration of a Task Authorization, the Contractor will be responsible for providing competent replacement personnel, satisfactory to HC, within a 24 hour period, at no additional cost to HC, and in accordance with the Articles of Agreement and the General Conditions.

CONTRACT NURSE PERFORMANCE AND CONDUCT OF WORK

The Contracting Authority will advise the Contractor of any professional practice or conduct issues identified with the Contract Nurses delivering services. It is the responsibility of the Contractor to immediately respond to and address the concerns.

Concerns may be identified at a number of junctures, and as such the process to resolve issues is situation dependent. In the event that concerns are identified while the Contract Nurse is onsite, it will be expected that the Nurse Manager or designate will be able to address the concerns directly with the Contract Nurse with notification from the Contracting Authority to the Contractor following the event. Concerns which are identified following the departure of the Contract Nurse (ex. chart audit, practice issue, conduct issue, etc.) from the community will be addressed directly to the Contractor by the Contracting Authority.

Should the severity of the issue require the removal of the Contract Nurse, the Contracting Authority will immediately notify the Contractor. The Contractor's replacement responsibilities will apply in such situations. The removed Contract Nurse will not be accepted under any future Task Authorizations until the issue is corrected to the satisfaction of HC.

HC will complete and provide to the Contracting Authority an Agency Placement Assessment form containing details regarding the practice or conduct issue and indicate what competencies or CRNM Standards of Practice were not met. The Contracting Authority will provide this information to the Contractor in a Letter to the Agency. In order for the Contract Nurse to be accepted under future Task Authorizations, the Contractor must demonstrate in a written communication to HC's Nursing Educator and the Contracting Authority that sufficient corrective and/or remedial actions have taken place. A Letter of Decision will be provided by HC to the Contractor on whether the actions were deemed sufficient and the nurse can be used under future Task Authorizations.

HC reserves the right to not accept the Contract Nurse for future placements should the corrective actions be deemed insufficient.

In the event of an investigation of nursing practice or conduct is required, all Contract Nurses involved in, or having knowledge related to the concern(s) or incident(s) being investigated are required to participate in the investigative process including but not limited to, speaking with FNIHB investigators and submitting written statements.

USE OF GOVERNMENT PROPERTY

Government Property must be used by the Contract Nurse solely for the purpose of the Task Authorization and will remain the property of Canada. The Contract Nurse must take reasonable and proper care of all Government Property while the same is in, on, or about the premises of HC or otherwise in its possession or subject to its control. The Contractor will be responsible for any loss or damage resulting from the failure of the Contract Nurse to do so except for ordinary wear and tear.

Smoking is not permitted in nursing stations or residences supplied under the Contract.

Pets are not permitted in nursing stations or residences supplied under the Contract.

The Contract Nurse must keep living quarters clean and orderly, both inside and outside the building. It is the Contract Nurse's responsibility to notify HC of any existing damage to their accommodations and/or any missing assets upon arrival and to report any damage incurred throughout their stay.

Calling Cards

Solicitation No. - N° de l'invitation

H3551-123194/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

wpg207

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

H3551-123194

File No. - N° du dossier

WPG-2-35306

CCC No./N° CCC - FMS No/ N° VME

The Contractor must ensure that the Contract Nurses have a calling card(s) in order to make their private telephone calls and access to the Internet, if required. Where personal calls by Contract Nurses have been charged to HC at the work location, these costs must be reimbursed by the Contractor. In addition, if the Contract Nurse makes any changes to the satellite television programming while on-site, the Contractor must reimburse Canada for any costs, including the cost of canceling any new services chosen by the Contract Nurse.

APPENDIX A1

COMPETENCIES FOR COMMUNITY HEALTH NURSES IN NURSING STATIONS/HEALTH CENTRE WITH TREATMENT

INTRODUCTION

The Competencies for Community Health Nurses in Treatment Facilities appendix has been created to identify the knowledge, skill, judgment and attitude areas that are required to deliver services to clients presenting to FNIHB facilities, or receiving services within the community although outside of the nursing station. This document outlines the required competencies for nurses to FNIHB services standards. This document shall be followed by the Contractor's Nurses providing nursing services in an FNIHB Nursing Station Facility in the Province of Manitoba.

This appendix establishes the basic parameters for nursing practice to be followed by the Nurses employed by the Contractor (Contract Nurses). It is understood that the range of health care services may vary from one community to the other and that upon the direction of the Nurse in Charge, services may be delivered in locations outside of the facility including but not limited to client homes, schools or community centres.

Nurses employed by the Contractor are personally and professionally responsible for familiarizing themselves with the competencies as established in this document.

Limitations to the practice within competency areas may be established by specific FNIHB Regional Policies, guidelines and directives.

It is the personal and legal responsibility of the Contract Nurses to refuse to perform any functions for which they do not feel competent.

COMPETENCIES

The Client

1. Refers to individuals across the entire lifespan, families, groups, populations, or communities.
2. Clients are active participants in their health and health care.
3. Clients may have understandings and attribute meanings to their health and health care that differs from those of health care providers.

Scope of Practice for Community Health Nurses working in First Nations and Inuit Communities

4. The scope of practice for Community Health Nurses includes community health and/or treatment services using a holistic approach.
5. In the expanded role, nurses possess roles and responsibilities unique to primary health care providers working in First Nations/Inuit communities.
6. In the expanded role, nurses use the primary health care model (WHO), the nursing process and transcultural nursing concepts to provide services to the client.
7. In the expanded role, nurses establish consultative and collaborative relationships with clients, other health team members, and intersectoral partners.
8. In the expanded role, nurses employ the principles of community and family assessment, utilizing a model that includes the determinants of health.

9. Community health nursing practice includes health promotion (health education and community development strategies), illness/injury prevention and restoration of health.

10. In the expanded role, nurses possess core competencies that are consistent, but the range of health services may vary between communities, and may be influenced by the practice setting, client needs, FNIHB requirements, and changes in health care.

11. Treatment services provided by expanded role nurses include systematic health assessment and recognizing and managing common and emergency health conditions across the lifespan.

12. In the expanded role, nurses adhere to the standards of practice established by the College of Registered Nurses of Manitoba and are guided by and accountable to the Canadian Nurses Association Code of Ethics.

13. Nurses are legally and morally accountable for providing competent and ethical nursing care and are professionally responsible for refusing to perform any functions for which they are not competent. When they do not feel competent to perform a function, steps must be taken by expanded role nurse to inform the employer and together take the necessary steps to address the identified weakness.

14. In the expanded role, nurses recognize that performing nursing practices that are not included in the FNIHB policies, guidelines and directives may entitle the employer to refuse liability for their actions.

The Environment

15. In the expanded role, the nurse works with an interdisciplinary team in a transcultural environment.

16. In the expanded role, the nurse in First Nations/Inuit communities practices in Community Health Centres, Nursing Stations, and Health Centres with Treatment facilities.

17. The practice environment may be influenced by geographical, socioeconomic and political conditions.

The competencies for practice in the FNIHB Community Health Nurse Role are grouped in three areas:

1. Health Assessment
2. Interventions
3. Health Promotion and Illness/Injury Prevention

Skills statements for each follow:

A. HEALTH ASSESSMENT
Skill Statement
1. Perform health assessments, including relevant health history and physical examinations across the lifespan.
2. Adapt assessment techniques according to clients' condition and stage of development.
3. Recognize the deviations/ variations from normal findings.
4. Analyse the findings from health assessments.
5. Synthesize data from multiple sources to establish a differential and working diagnosis.

6. Identify common health problems/conditions affecting clients across the lifespan.
7. Communicate verbally and in writing, concise and precise history and physical assessment findings on clients across the lifespan.
8. Consult with other health care providers regarding assessments in an appropriate and timely manner.
9. Identify common urgent/ emergent problems/ conditions.
10. Determine the need for appropriate diagnostic tests.
11. Discuss health assessment findings with clients.
12. Recognize a psycho-social emergency and its broader impact.
13. Recognize the potential impact of community disasters.
14. Perform screening assessments across the life span.
15. Identify communicable diseases.
B: INTERVENTIONS
Skill Statement
1. Initiate care of common/urgent/emergent problems/conditions affecting clients across the lifespan, utilizing FNIHB Clinical Practical Guidelines for Nurses in Primary Care.
2. Manage care of common/urgent/emergent problems/conditions affecting clients across the lifespan, utilizing FNIHB Clinical Practical Guidelines for Nurses in Primary Care.
3. Evaluate care of common/urgent/emergent problems/conditions affecting clients across the lifespan, utilizing FNIHB Clinical Practical Guidelines for Nurses in Primary Care.
4. Initiate over the counter and prescription drugs and therapeutics based on assessment data and within drug classification parameters set out by the Manitoba Region.
5. Apply knowledge of pharmacology when prescribing drugs in accordance with Regional Nurses Drug Classification System.
6. Dispense drugs in accordance with the Regional Nurses Drug Classification System.
7. Provide health teaching to clients and their care givers.
8. Assist and support clients in designing therapeutic regimes.

9. Assist and support clients in following recommended therapeutic regimes.
10. Assist and support clients in evaluating the effectiveness of recommended therapeutic regimes.
11. Consult with other health care providers regarding interventions in an appropriate and timely manner.
12. Take steps to ensure that equipment is available and operational when needed.
13. Operate specific emergency equipment.
14. Initiate intravenous fluid therapy according to the needs of the client.
15. Apply principles of wound management including suturing.
16. Manage psycho-social emergencies using knowledge of crisis intervention using knowledge of crisis intervention.
17. Implement general principles of medical evacuation.
18. Manage medical evacuations.
19. Meet legal requirements for documentation of prescriptive therapy.
20. Communicate verbally and in writing, clinical interventions on clients across the lifespan.
21. Utilize safety precautions (e.g., client, equipment, and self).
22. Perform venipuncture.
23. Perform specimen collection appropriate to treatment settings.
24. Interpret diagnostic laboratory results and respond appropriately.
25. Apply the knowledge and principles of radiology in order to safely perform x-rays of chest/limbs.
26. Provide basic interpretation of chest and limb films and respond appropriately.
27. Apply knowledge in order to accurately perform ECG's.
28. Provide basic interpretation of ECG's and respond appropriately.
C. HEALTH PROMOTION AND ILLNESS/INJURY PREVENTION:

Skill Statement

1. Apply principles of teaching and learning in the implementation of community based education (e.g., individuals, groups, and aggregates).
2. Encourage clients to be actively involved in health promotion/ prevention activities.
3. Identify client health promotion/prevention needs.
4. Implement health promotion/ prevention programs (e.g., school health, prenatal care, men/women health, and injury prevention).
5. Implement communicable disease programs.
6. Provide community-based education regarding communicable disease control.
7. Manage an immunization program.

In First Nations communities, nurses will be involved with many program areas, and will be responsible for the relevant activities and appropriate use of Nurses. The program areas include:

- i. Communicable disease control
- ii. Maternal/child health
- iii. Reproductive health
- iv. Preschool health
- v. School health
- vi. Adult health, including family health
- vii. Chronic health problems
- viii. Geriatric health
- ix. Family violence, physical/sexual assault and other crisis intervention
- x. Substance abuse
- xi. Mental health, including suicide prevention, crisis intervention, bereavement counseling, stress management
- xii. Injury prevention
- xiii. Preventative dental health
- xiv. Nutrition, including weight control
- xv. Healthy lifestyles
- xvi. Environmental health - initial contract, referral/liaison
- xvii. Participation in disaster planning/management, initial contract, referral/liaison

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ANNEX B**BASIS OF PAYMENT****INSTRUCTIONS**

It is **MANDATORY** that bidders submit firm all inclusive prices for the period of the proposed contract in accordance with the following pricing schedule. This Annex, when completed, will be considered as the bidder's Financial Bid.

Should there be an error in the extended pricing in the bid, the unit pricing will prevail and the extended pricing will be corrected in the evaluation. Any errors in the quantities of the bid will be changed to reflect the quantities stated in the RFP.

GST, if applicable, is not included and is to be shown as a separate item on any resulting invoice. Payment will be made in accordance with the following pricing.

PRICING SCHEDULE

All hourly rates are to be provided in Canadian dollars, FOB destination and must be inclusive of all payroll, overhead costs, profits, miscellaneous expenses, and applicable taxes required to complete the Work.

Contract Period - November 1, 2013 - April 31, 2014

Item	Description	Unit of Issue	Estimated Quantity	Firm Unit Rate	Extended Rate
A)	Straight Time	hr	37,500	\$	\$
B)	Overtime	hr	12,500	\$	\$
FINANCIAL EVALUATION TOTAL (Sum Extended Rates A) and B))=					\$

Option Period - May 1, 2014 - October 31, 2014

Item	Description	Unit of Issue	Estimated Quantity	Firm Unit Rate	Extended Rate
A)	Straight Time	hr	37,500	\$	\$
B)	Overtime	hr	12,500	\$	\$
FINANCIAL EVALUATION TOTAL (Sum Extended Rates A) and B))=					\$

C) All Travel time to and from community will be paid a flat rate of \$150.00 each way.

Straight Time

The Contract Nurse's normal working day and normal working week are as follows: 7.5 hours normal working day and 37.5 hours normal working week

"Working week" is Monday to Sunday.

Overtime (OT) / Standby

"Overtime" means work by a Contract Nurse in excess of the Contract Nurse's normal working day or working week.

OT will be paid for time worked over 7.5 hours per day and time worked over 37.5 hours per week. All calculations for OT are based on each completed period of 15 minutes.

For Statutory holidays, Standby and OT may be required as scheduled and will be paid as per OT rates.

"Scheduled overtime" is when a Contract Nurse is called back to work outside normal working hours with notice of a scheduled appointment is provided. Examples of scheduled overtime include, but are not limited to: completing dressing changes, intravenous treatments, inhalation therapies etc. Scheduled overtime is paid for actual time worked in 15 minute increments.

"Call back" is when a Contract Nurse is called back to work any time outside normal working hours. When a Contract Nurse is called back to work, having been on standby, the services for the actual time worked in 15 minute increments, are payable, at 1.5 times the regular hourly rate for the year in which the services are provided.

"Stand By" is when a Contract Nurse is required to be available during off-duty hours. The Contract Nurse would be paid at a rate of one-half hour for each four hour period they are on standby.

The Contractor will receive, for every 4 hours of time a Contract Nurse is required to be on standby, ½ hour of the regular rate of pay. Standby is not paid when Contract Nurse is being paid for call back.

When a Contract Nurse is called back to work the Contractor will be compensated the actual number of hours worked at the OT rate.

Travel

Travel costs: Excess baggage charges will not be compensated.

All travel arrangements are subject to Nurse Manager or designate approval.

For drive-in locations mileage will be reimbursed at 20 cents/km from Hub with prior approval from Health Canada.

Travel costs associated with out of province contract nurses traveling to and from their home province to and from Winnipeg, The Pas or Thompson will not be reimbursed. Travel costs for these contract nurses from Winnipeg, The Pas or Thompson to a Nursing Station return will be reimbursed.

For fly-in locations economy class airfare will be reimbursed at actual cost with no mark-up.

Nurses are required to fly into a community on the first flight in and to fly out of a community on the last flight out.

Delays / Cancellations

The following conditions apply to delays/cancellations due to adverse weather conditions or Task Authorization location circumstances (ex. natural disasters) which interrupt the Contract Nurse's travel to or from a Task Authorization location.

- a. Travel delay to a community from home base:

- I. The Contractor must contact the Nurse Manager on call on the delayed travel day.
- II. The Contractor may invoice Canada up to 100% of the Contractor's daily rate (7.5 hours X straight time firm unit rate) for the first day, and up to 50% of the Contractor's daily rate for second or subsequent days of delayed travel.
- III. The Task Authorization for that week may be cancelled by the Nurse Manager or designate at any time after the first day if the Contract Nurse is in Winnipeg. If the Contract Nurse is being held in a connecting location, the Task Authorization remains in effect until the first opportunity the Contract Nurse gets to the community or Winnipeg.

b. Travel delay from a community to home base or to another community:

- I. The Contractor must contact the Nurse Manager on call on the delayed travel day.
- II. The Contractor may invoice Canada up to 100% of the Contractor's daily rate for the first day of delay travel, and up to 50% of the Contractor's daily rate for subsequent days of delayed travel. If nursing services are provided on the second or subsequent delayed days, the Nurse Manager may authorize invoicing at 100% of the delayed travel days.

c. Accommodations during inclement weather:

- I. The Contractor must contact the Nurse Manager on call (or their designate) if the Contract Nurse is stuck in between a community and their home base due to inclement weather. Accommodations may be approved however are subject to Health Canada approval (i.e. an authorization email from the Nurse Manager). This email must accompany any resulting charges on an invoice.
- II. There will be no other allowance for any other accommodation charges.

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ANNEX C
ELECTRONIC INVOICE TEMPLATE

AGENCY: _____

CONTRACT NURSE: LAST NAME _____ FIRST NAME _____

Employee: _____ OR Subcontractor: _____ Aboriginal Employee _____

Task Authorization placement period:

Location of Placement(s) :

Task Authorization # :

DESCRIPTION	HOURS / KMS	RATE	TOTAL
AIRFARE			
TRAVEL TIME Flat Rate			\$150.00
MILEAGE (to community)		\$0.20	
CLINIC HOURS			
OVERTIME			
Stand - By			
MISC (prior approval required, documentation must accompany)			

The Contractor hereby certifies the above noted is correct:

Signature of person authorized to sign

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**ANNEX D
TIME SHEET**

Attached electronically. See pdf document.

**ANNEX E
SECURITY REQUIREMENTS CHECK LIST**

Attached electronically. See pdf document.

ANNEX F**INSURANCE REQUIREMENTS****1.0 Commercial General Liability Insurance**

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.
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.

(I) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

2.0 Medical Malpractice Liability Insurance

1. The Contractor must obtain Medical Malpractice 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 \$1,000,000 per loss and in the annual aggregate, inclusive of the defence costs.
2. Coverage is for what is standard in a Medical Malpractice policy and must be for claims arising out of the rendering or failure to render medical services resulting in injury, mental injury, illness, disease or death of any person caused by any negligent act, error or omission committed by the Contractor in or about the conduct of the Contractor's professional occupation or business of good samaritan acts.
3. 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.
4. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

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ANNEX G

TASK AUTHORIZATION FORM

Attached electronically. See pdf document.

ANNEX H POINT RATED TECHNICAL EVALUATION CRITERIA

A. FIRM'S ABILITY

(out of 100 pts)

1. Performance and Quality Assurance

(50 points maximum)

The Bidder's proposed approach and methodology to managing performance and quality assurance should include the following attributes:

- a. Identification of how the Bidder will ensure that any issues raised by Health Canada FNIHB related to performance and quality assurance are resolved (maximum 10 points);
- b. Identification of how the Bidder will respond to logistics problems such as leaving early, no shows, travel delays and the risks associated with the work and how the Bidder will try to prevent and remedy them (maximum 10 points);
- c. Identification of how the Bidder will respond to clinical and professional issues such as incomplete assessments, outside of scope practice, interpersonal conflicts, breaches of confidentiality and how the Bidder will try to prevent and remedy them (maximum 10 points);
- d. Identification of how the Bidder will keep staff up-to-date with current nursing practice and relevant reference materials (maximum 5 points);
- e. Identification of the communication process to be used to inform staff of changes to nursing policies, procedures and practices raised by the Project Authority (maximum 5 points);
- f. Identification of how the correct handling and documentation of controlled substances by its resources will be ensured (maximum 5 points); and
- g. Identification of the recruitment and retention plan to meet the needs of Health Canada FNIHB (maximum 5 points).

10 point scale for above

10 points = Demonstrated complete and full understanding of the requirement; clear recognition of problems and sound, even, creative solutions.

7 points = Very good understanding overall; fair understanding of some minor areas; recognition of problems, some incomplete solutions.

5 points = Overall fair understanding; missing many points including some major areas; limited appreciation of problems and solutions;

2 point = Weak understanding, missing many major areas; weak understanding of problems.

0 points = No demonstrated understanding of the requirement.

5 point scale for above

5 points = Demonstrated complete and full understanding of the requirement; clear recognition of problems and sound, even, creative solutions.

4 points = Very good understanding overall; fair understanding of some minor areas; recognition of problems, some incomplete solutions.

2.5 points = Overall fair understanding; missing many points including some major areas; limited appreciation of problems and solutions;

1 point = Weak understanding, missing many major areas; weak understanding of problems.

0 points = No demonstrated understanding of the requirement.

2. Remote and Isolated Pre-Placement Nursing Education Program and Continuing Education Program

(50 points maximum)

Health Canada (HC) requires a reliable pool of nurses with competencies that extend beyond most nursing practice environments while remaining within the scope of practice of registered nurses in the province of Manitoba. Describe, in detail the subject areas that will be included in a remote and isolated pre-placement nursing education program and Continuing Education Program of Contract Nurses that will be working with FNIHB. A complete remote and isolated pre-placement nursing education program and continuing education curriculum is required at the time of bid submission. Identification of the time allocated to each content area as well as the how the content will be delivered must be provided.

The remote and isolated pre-placement nursing education program is to include, at a minimum, the following content areas:

- a. culture (maximum 5 points);
- b. health assessment (maximum 5 points);
- c. legal implications (CPGs, formulary, scope, documentation) (maximum 5 points);
- d. FNIHB program areas (maximum 5 points);
- e. lines of communication between the Bidder and proposed nurses as well as between the Bidder and HC/PWGSC (maximum 5 points);
- f. health promotion (maximum 5 points);
- g. community development (maximum 5 points);
- h. technology & equipment inclusive of x-ray, emergency equipment such as defibrillators/IV pumps, and telehealth (maximum 5 points);
- i. adult learning principles (maximum 5 points);
- j. supervised clinical practicum and evaluation (maximum 5 points).

BIDDERS MUST OBTAIN A MINIMUM PASS MARK OF 70% (35 POINTS) IN THIS SECTION TO BE DEEMED RESPONSIVE. BIDDERS NOT OBTAINING THIS MARK WILL BE GIVEN NO FURTHER CONSIDERATION.

B. FIRM'S NURSE CAPACITY AND EXPERIENCE

(out of 50 points)

1. Experience of Proposed Nurses

(50 points maximum)

- I) Each individual designated nurse will be rated as follows with an average taken to come up with a total score to a maximum of 50 points.

Note: Bidders are required to provide the information required for each designated nurse proposed to be used throughout any resulting contract on the attached table at Annex I. At the Bidder's request, an electronic copy of the table is available from the Contracting Authority

Rating scale Maximum point value	Northern Experience with Education* or	Northern Experience without education or	Nursing Experience* * non northern
50	5 or more years of experience & approved education	8 or more years of experience	More than 10 years of experience with 2 or more of the following certifications: ACLS, PALS/ENPCC, ITLS/TNCC, NRP/NALS, ALARM
40	3 or more years of experience & approved education	5 or more years of experience	6 or more years of experience with 2 or more of the following certifications: ACLS, PALS/ENPCC, ITLS/TNCC, NRP/NALS, ALARM
30	1 or more years of experience & approved education	3 or more years of experience	2 or more years of experience with 2 or more of the following certifications: ACLS, PALS/ENPCC, ITLS/TNCC, NRP/NALS, ALARM OR 10 years of nursing experience without certifications
0			Less than 2 years of experience

*approved education includes OPN, PCS, NCP, as per the treatment competency assessment program application, this also includes nurse practitioner programs at the masters level that include advanced health assessment, pharmacotherapeutics and pathophysiology.

** acceptable experience would include critical care, emergency (adult and/or paediatric), and/or rural/remote settings.

2. Additional Nurse Qualifications

(10 points maximum)

For each nurse registered with the CRNM as having an RN(EP) designation, 2.5 additional points per nurse will be awarded up to the maximum of 10 points.

3. Additional Nurse Capacity

(10 points maximum)

The number of designated nurses over and above the minimum mandatory requirement of 30 designated nurses the Bidder proposes to perform the Work throughout any resulting contract will be evaluated in this section.

Note: Bidders are required to provide the information required for each additional designated nurse proposed to be used throughout any resulting contract on the attached table at Annex I. At the Bidder's request, an electronic copy of the table is available from the Contracting Authority. As well, Bidders are required to provide the information for each designated nurse as outlined in in Annex L.

Bidders will be awarded points for additional nurse capacity in accordance with the following:

16 or more additional nurses - 10 pts

11-15 additional nurses - 8 pts

6-10 additional nurses - 6 pts

1-5 additional nurses - 4 pts

C) FIRM'S EXPERIENCE

(50 points)

Bidders will be rated in accordance with the table below.

Note: The experience of each company in a Joint Venture or Partnership will be assessed separately and the average of both companies will be taken in accordance with the table below.

Rating scale Maximum point value	Experience providing nurses to nursing station settings or	Experience providing nurses to non- nursing station settings or	Experience managing other Health Services - Doctors, Dentists, Physiotherapists, etc.
50	5 or more years	10 or more years	16 or more years
45 to 49	4 to 5 years	8 to 10 years	12 to 16 years
40 to 44	3 to 4 years	6 to 8 years	8 to 12 years
35 to 40	2 to 3 years	4 to 6 years	6 to 8 years
30 to 34	1 to 2 years	2 to 4 years	4 to 6 years
0 to 27	0 to 1 year: 3 points per month of experience to a maximum of 27 points	0 to 2 years: 3 points per 2 months of experience to a maximum of 27 points	0 to 4 years: 3 points per 4 months of experience to a maximum of 27 points

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ANNEX I NURSE EXPERIENCE FORM

AGENCY: _____

CONTRACT NURSE: LAST NAME _____ FIRST NAME _____

Employee: _____ OR Subcontractor: _____ Aboriginal Employee _____

Experience & Education

	Years of Experience
Northern Nursing Experience	
Nursing Experience - non northern	
Education	
Approved Education	

Certifications

CRNM	Yes ____ No ____	PALS/ENP C	Yes ____ No ____
BLS	Yes ____ No ____	ITLS/TNCC	Yes ____ No ____
Imm'n	Yes ____ No ____	eChart	Yes ____ No ____
		ACLS	Yes ____ No ____

CRNM - active College of Registered Nurses of Manitoba registration with no restrictions.

BLS/CPR - current Heart and Stroke Foundation; Basic Life Support for Healthcare Providers (C)

ITLS/TNCC - current International Trauma Life Support / Trauma Nursing Core Course certification

PALS/ENPCC - current Pediatric Advanced Life support / Emergency Nursing Pediatric Core Course Certification

ACLS - current Advanced Cardiac Life Support certification

Imm'n - Immunization competencies

eChart certification with user ID/password

NCDS-Narcotics & Controlled Drugs

NOTE: Copies of the certifications/registrations above must be provided to the Contracting Authority for any designated nurse used in this Task Authorization contract.

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ANNEX J
CALL BACK SHEET

Attached electronically. See pdf document

ANNEX K
PERSONAL PROTECTIVE EQUIPMENT

Attached electronically. See pdf document

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ANNEX L

NURSE EVALUATION TABLE

[illegible]

ANNEX M

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with such request by Canada will also render the bid non-responsive or will constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit HRSDC-Labour's website.

Date: _____ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

☐ A1. The Bidder certifies having no work force in Canada.

☐ A2. The Bidder certifies being a public sector employer.

☐ A3. The Bidder certifies being a federally regulated employer being subject to the *Employment Equity Act*.

☐ A4. The Bidder certifies having a combined work force in Canada of less than 100 employees (combined work force includes: permanent full-time, permanent part-time and temporary employees [temporary employees only includes those who have worked 12 weeks or more during a calendar year and who are not full-time students]).

A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

☐ A5.1. The Bidder certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with HRSDC-Labour.

OR

☐ A5.2. The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to HRSDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to HRSDC-Labour.

B. Check only one of the following:

☐ B1. The Bidder is not a Joint Venture.

OR

☐ B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)

NAME OF NURSING AGENCY

CONTRACT NURSE

Period (Week Ending Date)

Nursing -- Weekly Schedule

Location

REGULAR HOURS				DO NOT USE	
Date Month/Day	Start	Finish	Hours		
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
Total Hours					

OVERTIME			DO NOT USE	
Start	Finish	Hours		
Total Hours				

STANDBY			DO NOT USE	
Start	Finish	Hours		
Total Hours				

Contract Nurse Signature

Nurse in Charge Signature



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

H3551-12-3194

Security Classification / Classification de sécurité

SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	2. Branch or Directorate / Direction générale ou Direction FNIHB (MB REGION)	
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail PROVIDING OF PRIMARY CARE NURSING SERVICES		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui		
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui		
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Non Oui		
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui		
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui		
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of Information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada



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PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☒ No ☐ Yes
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

- | | | | |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET - SIGINT
TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS
ACCÈS AUX EMPLACEMENTS | | | |

Special comments:

Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☒ No ☐ Yes
Non Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? ☐ No ☐ Yes
Non Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? ☒ No ☐ Yes
Non Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? ☒ No ☐ Yes
Non Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No ☐ Yes
Non Oui

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PART C - (continued) / PARTIE C - (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC			
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			TOP SECRET TRÈS SECRET
											A	B	C	
Information / Assets Renseignements / Biens														
Production														
IT Media / Support TI														
IT Link / Lien électronique														

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



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Security Classification / Classification de sécurité

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
WENDY DUCHARME	DIRECTOR OF NURSING	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
204-983-4319	204-984-0101	wendy.ducharme@hc-sc.gc.ca
		Date
		2012-11-09

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
MURRAY PURCELL	REG. SECURITY MANAGER HC MB/SK	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
204-984-8297	204-984-6836	murray.purcell@hc-sc.gc.ca
		Date
		9 Nov 2012

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? ☒ No ☐ Yes
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes? ☒ Non ☐ Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Jodi Corden	Regional Purchasing Officer	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
204-983-4174	204-984-6838	jodi.corden@hc-sc.gc.ca
		Date
		Nov. 20/12

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Eric Fanteux	Quality Control Officer	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
613-948-1759	613-948-1759	eric.fanteux@tps.gc.ca
		Date
		Nov. 29, 2012

TASK AUTHORIZATION FORM

Community: _____
Contract No.: _____
Task Authorization No.: _____ Task Authorization Amendment No.: _____

Start of the Work for a Task Authorization: Work cannot commence until a Task Authorization has been authorized in accordance with the Contract.

[illegible]

By signing this Task Authorization, HC and (or) the PWGSC Contracting Authority certify(ies) that the content of the Task Authorization is in accordance with the conditions of the Contract: HC's authorization limit is **\$400,000.00**.

Contractor's Representative

Name: _____
Signature: _____
Date: _____

HC Nurse Manager

Name: _____
Signature: _____
Date: _____

When the value of a Task Authorization and its revisions exceed **\$400,000.00**, the Task Authorization must be forwarded to the PWGSC Contracting Authority for authorization.

PWGSC Contracting Authority

Name: _____
Signature: _____
Date: _____

THE CONTRACTOR WILL BE RESPONSIBLE FOR ADDITIONAL COSTS INCURRED BY HC FOR ANY CHANGES MADE BY THE CONTRACTOR TO AN AUTHORIZED AND SIGNED TASK AUTHORIZATION AS PER ANNEX A, STATEMENT OF WORK, CONTRACTOR'S RESPONSIBILITIES.

ANNEX K – Personal Protective Equipment

Item Description	Item #	Distributor	Manufacturer/Supplier
00003002-31			
Technol N95 Mask	KC46727/17	Source Medical	Kimberley Clark
00003056-31			
N95 Mask	KC46827/15	Bio Nuclear Diagnostics Inc	Kimberley Clark
00003001-31			
N95 Mask latex free, blue	018-232		AMG Medpro
00003057-31			
N95 Mask-small	1860S	FNIHB	3M
00003005-31			
N95 Mask Particulate Respirator	8210	FNIHB	3M
00003003-31			
N95 Mask Particulate Respirator & Surgical Mask	1870	FNIHB	3M