

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

Bid Receiving - PWGSC / Réception des soumissions - TPSGC

11 Laurier St. / 11, rue Laurier

Place du Portage , Phase III

Core 0A1 / Noyau 0A1

Gatineau, Québec K1A 0S5

Bid Fax: (819) 997-9776

Request For a Standing Offer Demande d'offre à commandes

National Individual Standing Offer (NISO)

Offre à commandes individuelle nationale (OCIN)

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

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

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Training and Specialized Services Division/Division de la formation et des services spécialisés

11 Laurier St. / 11, rue Laurier

10C1, Place du Portage

Gatineau, Québec K1A 0S5

| | |
|---|--|
| Title - Sujet Non Human Model Training, Stream 2 | |
| Solicitation No. - N° de l'invitation W8486-136127/E | Date 2014-03-25 |
| Client Reference No. - N° de référence du client W8486-136127 | GETS Ref. No. - N° de réf. de SEAG PW-\$\$ZH-113-27391 |
| File No. - N° de dossier 113zh.W8486-136127 | CCC No./N° CCC - FMS No./N° VME |
| Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-04-16 | Time Zone Fuseau horaire Eastern Daylight Saving Time EDT |
| Delivery Required - Livraison exigée | |
| Address Enquiries to: - Adresser toutes questions à: Reynolds(zh), Diane | Buyer Id - Id de l'acheteur 113zh |
| Telephone No. - N° de téléphone (819)956-1141 () | FAX No. - N° de FAX (819)956-9235 |
| Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: | |
| Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité. | |

Instructions: See Herein

Instructions: Voir aux présentes

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

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

1. Introduction
2. Summary
3. Debriefings

PART 2 - OFFEROR INSTRUCTIONS

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures
2. Basis of Selection

PART 5 - CERTIFICATIONS

1. Certifications Precedent to Issuance of a Standing Offer

PART 6 - INSURANCE REQUIREMENTS

1. Insurance Requirements

List of Attachments:

Attachment 1 to Part 3, Pricing Schedule
Attachment 2 to Part 3, Certifications and Additional Information
Attachment 1 to Part 4, Technical Criteria
Attachment 2 to Part 4, Facility Checklist
Attachment 3 to Part 4, Suggested Response Template

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

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

Solicitation No. - N° de l'invitation

W8486-136127/E

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

113zh

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

W8486-136127

113zhW8486-136127

B. RESULTING CONTRACT CLAUSES

1. Statement of Work
2. Standard Clauses and Conditions
3. Term of Contract
4. Payment
5. Invoicing Instructions
6. *SACC Manual* Clauses
7. Course Cancellation

List of Annexes:

Annex A, Statement of Work
Annex B, Basis of Payment
Annex C, Non-Disclosure Agreement
Annex D, Sample Semi-Annual Usage Report
Annex E, Insurance Requirements

This Request for Standing Offer (RFSO) for Stream 2 cancels and supersedes previous RFSO number W8486-136127/D dated February 13, 2014 with a closing of March 10, 2014 at 2:00 p.m. Eastern Daylight Time.

PART 1 - GENERAL INFORMATION

1. Introduction

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

- | | |
|--------|--|
| Part 1 | General Information: provides a general description of the requirement; |
| Part 2 | Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO; |
| Part 3 | Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified; |
| Part 4 | Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection; |
| Part 5 | Certifications: includes the certifications to be provided; and |
| Part 6 | Insurance Requirements: includes specific requirements that must be addressed by offerors; and |
| Part 7 | 7A, Standing Offer, and 7B, Resulting Contract Clauses: 7A, includes the Standing Offer (SO) containing the offer from the Offeror and the applicable clauses and conditions; 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the SO. |

The Attachments include the Pricing Schedule, Certifications and Additional Information, Technical Criteria, Facility Checklist and Suggested Response Template

The Annexes include the Statement of Work, the Basis of Payment, the Non-Disclosure Agreement, Sample Semi-Annual Usage Report and Insurance Requirements.

2. Summary

The Department of National Defence (DND) requires the following Non Human Model Training courses and course topics at DND/Canadian Forces (CF) site(s) or at the Offeror's facility, as and when requested: Train the Trainer Course, Operator Course, Instructor Non Human Model Table Top, Instructor Non Human Model Scenarios, Non Human Model Table Top Training, Non Human Model Scenario Based Training, Mass Casualty Discussions, Ballistic Session.

Any work performed in Canada involving the care and use of experimental animals must be carried out in compliance with the Canadian Council on Animal Care (CCAC) programs and only by an institution holding a CCAC Certificate of Good Animal Practice. If the work is performed outside of Canada, the work must be done in a facility and under animal use protocols that meet or exceed the standards set out in the policies and guidelines of the CCAC.

The RFSO is intended to result in the issuance of a National Individual Standing Offer (NISO). A NISO is a SO generally issued for the use of a single client.

This requirement contains two streams: Stream 1 is when training must be provided at a DND/CF site and Stream 2 contains a minimum monthly average temperature of 32°F/0°C for each month of the year. The intent is to issue up to two NISOs, one per stream; a NISO for Stream 1 was issued to Canadian Tactical and Operational Medical Solutions (CTOMS) Inc. on January 20, 2014.

The period for making call-ups against the SO is from date of issuance to February 16, 2016 with an irrevocable option to extend the term of the SO by up to two additional one-year periods.

For services requirements, Offerors in receipt of a pension or a lump sum payment must provide the required information as detailed in article 3 of Part 2 of the RFSO.

There is no security requirement associated with this requirement.

The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA) and the Agreement on Internal Trade (AIT).

The SO is not to be used for deliveries within a Comprehensive Land Claims Settlement Area (CLCSA). All requirements for delivery within a CLCSA are to be processed individually.

3. Debriefings

After issuance of a SO, offerors may request a debriefing on the results of the RFSO process. Offerors should make the request to the SO Authority within 15 working days of receipt of the results of the RFSO process. The debriefing may be in writing, by telephone or in person at the sole discretion of the SO Authority.

PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the RFSO by number, date and title are set out in the *Standard Acquisition Clauses and Conditions (SACC) Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada (PWGSC).

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

The 2006 (2014-03-01) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days
Insert: 120 calendar days

2. Submission of Offers

Offers must be submitted only to PWGSC Bid Receiving Unit by the date, time and place indicated on page 1 of the RFSO.

Due to the nature of the RFSO, transmission of offers by facsimile to PWGSC will not be accepted.

3. Former Public Servant

SO issued to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny and reflect fairness in spending public funds. In order to comply with Treasury Board policies and directives on SO with FPS, offerors must provide the information required in the Attachment 2 to Part 3 - Certifications and Additional Information form before SO issuance.

4. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the SO Authority no later than ten calendar days before the RFSO closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that offerors do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

Solicitation No. - N° de l'invitation

W8486-136127/E

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

113zh

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

W8486-136127

File No. - N° du dossier

113zhW8486-136127

CCC No./N° CCC - FMS No/ N° VME

5. Applicable Laws

The SO and any contract resulting from the SO must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province of Ontario, Canada.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the offerors.

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

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

Section I: Technical Offer (four hard copies);
 Section II: Financial Offer (two hard copies); and
 Section III: Certifications and Additional Information (one hard copy).

This RFSO uses Portable Document Format (PDF) technology. To access the PDF form, offerors must have a PDF reader installed. If offerors do not already have such a reader, there are several PDF readers available on the Internet. It is recommended to use the latest version of PDF reader to benefit all features of the interactive forms.

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>).

To assist Canada in reaching its objectives, offerors 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 Offer

In their technical offer, offerors should demonstrate their understanding of the requirements contained in the RFSO and explain how they will meet these requirements. Offerors should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

The technical offer should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the offer will be evaluated. Simply repeating the statement contained in the RFSO is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that offerors address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, offerors may refer to different sections of their offers by identifying the specific paragraph and page number where the subject topic has already been addressed.

Part 4, Evaluation Procedures, contains additional instructions that offerors should consider when preparing their technical offer.

Section II: Financial Offer

- 1.1 Offerors must submit their financial offer in Canadian funds and in accordance with the pricing schedule detailed in Attachment 1 to Part 3. The total amount of applicable taxes must be shown separately.
- 1.2 Offerors must submit their rates and prices FOB destination; Canadian customs duties and excise taxes included, as applicable; and applicable taxes excluded.
- 1.3 When preparing their financial offer, offerors should review clause 1.2, Financial Evaluation, of Part 4.
- 1.4 The rates and prices included in the pricing schedule detailed in Attachment 1 to Part 3 exclude the total estimated cost of all travel and living expenses that may need to be incurred for Work described in Part 7, Standing Offer and Resulting Contract Clauses, of the RFSO.
- 1.5 Offerors should include the following information in their financial offer:
 - (i) Their legal name;
 - (ii) Their Procurement Business Number (PBN); and
 - (iii) The name of the contact person (including this person's mailing address, phone and facsimile numbers and e-mail address) authorized by the Offeror to enter into communications with Canada with regards to:
 - 1) their offer; and
 - 2) any SO that may result from their offer.
- 1.6 *SACC Manual Clauses*

C3011T (2010-01-11), Exchange Rate Fluctuation

Section III: Certifications and Additional Information

In Section III of their offer, Offerors should provide the certifications required under Part 5 and, as applicable, any related documentation and Additional Information.

- (a) Offerors must complete their Certifications and Additional Information by using the PDF fillable form in Attachment 2 to Part 3 - Certifications and Additional Information.
- (b) Offerors should complete the interactive form electronically before printing the document for submission. Offerors should note that simply printing the document prior to completing it electronically may omit certain fields that would appear when filling out the form electronically, resulting in incomplete Certifications.
- (c) The form should be signed.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

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

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

Refer to Attachment 1 to Part 4.

1.2 Financial Evaluation

- 1.2.1 The volumetric data included in the pricing schedule detailed in Attachment 1 to Part 3 are provided for offer evaluated price determination purposes only. They are not to be considered as a SO guarantee.
- 1.2.2 For offer evaluation and offeror(s) selection purposes only, the evaluated price of an offer will be determined in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3.

1.3 Optional Offeror's Facility Assessment Visit

- (a) It is within Canada's sole discretion to determine if a Facility Assessment Visit (FAV) is required to validate the technical offer. If Canada determines that a FAV is required, Canada may visit any or all facilities proposed in the offer to confirm both that it is as described in the offer and that it meets the technical requirements described in the Statement of Work and in the Attachment 1 to Part 4. Canada will use the Facility Checklist in Attachment 2 to Part 4 to perform the FAV. Canada will pay its own costs associated with any FAV.
- (b) If Canada determines that a FAV is required, the SO Authority will give the Offeror five working days notification prior to a FAV. Canada will then visit the facility and perform the assessment. Up to two representatives of the Offeror should participate in the visit. Efforts will be made to complete the FAV within one working day.
- (c) In connection with the FAV, the Offeror grants to Canada the right to access any site and facilities included in the Offeror's offer for assessment and evaluation purposes.
- (d) Canada will document the results of the FAV. If Canada determines that the Offeror's facility does not meet any of the mandatory facility criteria in Attachment 2 to Part 4, the Offeror's offer will fail the FAV and will be declared non-responsive.

2. Basis of Selection

For Stream 2, an offer must comply with the requirements of the RFSO and meet all mandatory technical evaluation criteria to be declared responsive. For Stream 2, responsive offers will be ranked in ascending order of evaluated prices; the responsive offer with the lowest evaluated price will be recommended for issuance of a SO.

PART 5 - CERTIFICATIONS

The certifications in Attachment 2 to Part 3 should be completed and submitted with the offer, however, may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the SO Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the SO Authority and meet the requirement within that time period will render the offer non-responsive.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Canada will declare an offer non-responsive, will have the right to set-aside a SO, or will declare an offeror in default, if any certification is found to be untrue whether during the offer evaluation period or during the SO period.

The SO Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply with this request will also render the Offer non-responsive or may result in the setting aside of the SO or will constitute a default under the SO.

Offerors must complete their certifications required under Part 5 by using the Attachment 2 to Part 3.

Solicitation No. - N° de l'invitation

W8486-136127/E

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

113zh

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

W8486-136127

113zhW8486-136127

PART 6 - INSURANCE REQUIREMENTS

1. Insurance Requirements

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a SO as a result of the RFSO, can be insured in accordance with the Insurance Requirements specified in Annex E.

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

Solicitation No. - N° de l'invitation

W8486-136127/E

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

113zh

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

W8486-136127

113zhW8486-136127

**ATTACHMENT 1 to PART 3
PRICING SCHEDULE**

- (a) The Offeror should complete this pricing schedule and include it in its financial offer.
- (b) The prices and rates specified in the pricing schedule, when quoted by the Offeror, excludes travel and living expenses.

See attached Excel spreadsheet.

Solicitation No. - N° de l'invitation

W8486-136127/E

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

113zh

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

W8486-136127

113zhW8486-136127

ATTACHMENT 2 to PART 3
CERTIFICATIONS AND ADDITIONAL INFORMATION

See attached PDF fillable Form, Attachment 2 to Part 3 - W8486-136127E Certifications.pdf

ATTACHMENT 1 to PART 4 TECHNICAL CRITERIA

1.1 Mandatory Technical Criteria

- (a) The Technical Offer must meet the mandatory technical criteria specified in the table below. The Offeror must provide the necessary documentation to support compliance.
- (b) Any Offer which fails to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

Stream 2: Offer must meet MT1 to MT11.

| Number | Mandatory Technical Criterion (MT) |
|--------|--|
| MT1 | <p>The Offeror must have experience providing non human model training support as identified in Article 6.0 of Annex A, Statement of Work and a minimum average of ten training weeks over the past two years as of the date of the offer submission, to the militaries of Canada or the United States of America (USA) or the United Kingdom or Australia or New Zealand or a paramilitary organization such as the Royal Canadian Mounted Police (RCMP).</p> <p>To demonstrate experience, the Offeror must provide:</p> <ol style="list-style-type: none"> The name of the military or paramilitary organization; The period (day/month/year to day/month/year) the training support was provided; and A description of the non human model training support provided. <p>See Suggested Response Template in Attachment 3 to Part 4.</p> |
| MT2 | <p>The Offeror's facility must be located in a region that has a minimum monthly average temperature of 32°F/0°C for each month of the year in 2013. The monthly average temperature will be validated using the "Statistics" data provided by The Weather Network at www.theweathernetwork.com. If the name of the city is not available, the postal code/zip code or closest named city will be used.</p> <p>To demonstrate, the Offeror must provide the address of their facility including the postal/zip code.</p> <p>The address identified in MT2 will be used to validate the monthly average temperature.</p> |
| MT3 | <p>The Offeror must be able to provide non human model training in Canada.</p> <p>To demonstrate experience, the Offeror must provide a copy of their letter from the Canadian Council on Animal Care (CCAC) attesting that they are able to provide non human model training.</p> <p>OR</p> <p>The Offeror must be able to provide non human model training in the USA.</p> <p>To demonstrate experience, the Offeror must provide a copy of their letter from the Association for Assessment and Accreditation of Laboratory Animal Care (AAALAC) attesting that they are able to provide non human model training.</p> |

| Number | Mandatory Technical Criterion (MT) |
|--------|---|
| MT4 | <p>In order to provide non human model training in Canada, the Offeror must be registered with the CCAC.</p> <p>To demonstrate registration, the Offeror must provide a copy of their CCAC GAP certification in lieu of a copy of their CCAC registration.</p> <p>OR</p> <p>In order to provide non human model training in the USA, the Offeror must be registered with the AAALAC.</p> <p>To demonstrate registration, the Offeror must provide a copy of their AAALAC registration or a copy of their AAALAC accreditation in lieu of a copy of their AAALAC registration.</p> |
| MT5 | <p>In order to provide non human model training in Canada, the Offeror must be in good standing with the CCAC.</p> <p>To demonstrate good standing, the Offeror must provide a copy of their letter from the CCAC attesting that they are in good standing, detailing any infractions and corrections that were taken to remain in good standing.</p> <p>OR</p> <p>In order to provide non human model training in the USA, the Offeror must be in good standing with the AAALAC.</p> <p>To demonstrate good standing, the Offeror must provide a copy of their letter from the AAALAC attesting that they are in good standing, detailing any infractions and corrections that were taken to remain in good standing.</p> |
| MT6 | <p>In order to provide non human model training in Canada, the Offeror must have a Good Animal Practice (GAP) certification from the CCAC.</p> <p>To demonstrate certification, the Offeror must provide a copy of their GAP certification.</p> <p>OR</p> <p>In order to provide non human model training in the USA, the Offeror must an accreditation from the AAALAC.</p> <p>To demonstrate accreditation, the Offeror must provide a copy of their AAALAC accreditation.</p> |
| MT7 | <p>The Offeror's facility must have an indoor laboratory that is a minimum of 30 square feet to accommodate up to 24 students and located beside the indoor classroom.</p> <p>To demonstrate, the Offeror must provide a drawing depicting the layout, location and size of their indoor laboratory.</p> |

| Number | Mandatory Technical Criterion (MT) |
|--------|--|
| MT8 | <p>The Offeror's facility must have an indoor classroom to accommodate up to 24 students including tables and chairs and located beside the indoor laboratory.</p> <p>To demonstrate, the Offeror must provide a drawing depicting the layout, location and size of their indoor classroom.</p> |
| MT9 | <p>The Offeror's facility must have one indoor training area to accommodate up to 24 students.</p> <p>To demonstrate, the Offeror must provide a drawing depicting the layout, location and size of their indoor training area.</p> |
| MT10 | <p>The Offeror's facility must have one outdoor training area to accommodate up to 24 students.</p> <p>To demonstrate, the Offeror must include a drawing depicting the layout, location and size of their outdoor training area.</p> |
| MT11 | <p>The Offeror must have at least a minimum of six instructors; each instructor must have a minimum two years experience working as an instructor in non human model training sessions/courses with the militaries of Canada or USA or the United Kingdom or Australia or New Zealand or a paramilitary organization such as the RCMP.</p> <p>OR</p> <p>Each instructor must have a minimum two years non human model training experience as a military medic with the militaries of Canada or USA or the United Kingdom or Australia or New Zealand or a paramilitary organization such as the RCMP.</p> <p>For the purpose of this criterion, two years of experience means that the instructor has instructed at least six non human model training sessions/courses during a 24 month period.</p> <p>To demonstrate the instructor's experience, the Offeror must submit a resume for each instructor providing the following:</p> <ol style="list-style-type: none"> The name of the employing organization or organization; The date(s) (month/year to month/year); and Details of their experience: duties, responsibilities or tasks. <p>In the event the Offeror proposes more than the minimum number of six instructors, proposed instructors will be evaluated in order of presentation.</p> <p>See Suggested Response Template in Attachment 3 to Part 4.</p> |

ATTACHMENT 2 to PART 4 FACILITY CHECKLIST

- (a) The Offeror must meet the mandatory facility criteria specified in the table below.
- (b) Any Offer which fails to meet the mandatory facility criteria will be declared non-responsive.

| Number | Mandatory Facility Criterion (MF) | Met | Not Met | Comments |
|--------|---|-----|---------|----------|
| MF1 | The Offeror's facility must: a. Be capable of conducting training anytime during the day or at night; and b. Have multiple instrumentation to track the activity and measure the vital signs of the non human model to indicate progress and success of the medical procedure being performed. | | | |
| MF2 | The Offeror's facility must have an indoor laboratory that: a. Is a minimum of 30 square feet; b. Is capable of accommodating up to 24 students; c. Is located beside the indoor classroom; and d. Is in accordance with the Contractor's approved protocols as recognized by the CCAC or equivalent as per clause 10.2 Experimental Animals under Part 7A. | | | |
| MF3 | The Offeror's facility must have an indoor classroom that: a. Is capable of accommodating up to 24 students including tables and chairs; and b. Is located beside the indoor laboratory. | | | |
| MF4 | The Offeror's facility must have one indoor training area that is capable of accommodating up to 24 students. | | | |
| MF5 | The Offeror's facility must have one outdoor training area that is capable of accommodating up to 24 students. | | | |

Solicitation No. - N° de l'invitation

W8486-136127/E

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

113zh

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

W8486-136127

113zhW8486-136127

ATTACHMENT 3 to PART 4
SUGGESTED RESPONSE TEMPLATE

See attached Excel spreadsheet.

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

The Standing Offer is not to be used for deliveries within a Comprehensive Land Claims Settlement Area (CLCSA). All requirements for delivery within a CLCSA are to be processed individually.

A. STANDING OFFER

1. Offer

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

2. Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer (SO) and resulting contract(s) by number, date and title are set out in the *Standard Acquisition Clauses and Conditions (SACC) Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada (PWGSC).

2.1 General Conditions

2005 (2014-03-01), General Conditions - Standing Offers - Goods or Services, apply to and form part of the SO.

2.2 Non-Disclosure Agreement

The Offeror must obtain from its employee(s) or subcontractor(s) the completed and signed non-disclosure agreement, attached at Annex C, and provide it to the Technical Authority and SO Authority before they are given access to information by or on behalf of Canada in connection with the Work.

2.3 Standing Offers Reporting

- (a) The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the SO.
- (b) The Offeror must provide this data in accordance with the reporting requirements detailed in Annex D. If some data is not available, the reason must be indicated. If no services are provided during a given period, the Offeror must still provide a "nil" report.
- (c) The data must be submitted on a semi-annual basis to the SO Authority. The semi-annual reporting periods are defined as follows:
 - 1st semi-annual reporting period: July 1 to December 31;
 - 2nd semi-annual reporting period: January 1 to June 30;
- (d) Electronic reports must be completed and forwarded to the SO authority by e-mail no later than 15 calendar days after the end of the reporting period. An electronic version of Annex D will be provided to the Offeror electronically by the SO Authority.

3. Term of Standing Offer

3.1 Period of the Standing Offer

The period for making call-ups against the SO is from date of issuance to February 16, 2016.

3.2 Extension of Standing Offer

If the SO is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional two period(s) of one-year each, under the same conditions and at the rates or prices specified in the SO.

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

4. Authorities

4.1 Standing Offer Authority

The SO Authority is:

Diane Reynolds
Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Professional Services Procurement Directorate
Place du Portage, Phase III, 10C1
11 Laurier Street, Gatineau, Quebec, K1A 0S5
Telephone: 819-956-1141
Facsimile: 819-956-9235
E-mail: Diane.Reynolds@tpsgc-pwgsc.gc.ca

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

4.2 Technical Authority

The Technical Authority for the SO is:

To be identified at time of issuance

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

4.3 Standing Offer Identified User Authority

The SO Identified User Authority will be identified in the call-up against the SO.

The SO Identified User Authority is the representative of the department for whom is responsible for issuing call-ups and for all administrative aspects of the call-up and the resulting Contract.

4.4 Offeror's Representative

To be identified at time of issuance

5. Identified User

The Identified User authorized to make call-ups against the SO is the Department of National Defence (DND).

6. Call-up Procedures

- (a) Each Call-up results in a separate contract between Canada and the Offeror.
- (b) The Offeror acknowledges that no costs incurred before the receipt of a signed Call-up can be charged to this SO or any Call-ups made against it.
- (c) The Offeror acknowledges and agrees that the terms and conditions set out in the Resulting Contract Clauses that form part of this SO apply to every Call-up made under this SO.
- (d) The Offeror acknowledges that up to two SOs may be issued for this requirement, one for Stream 1 and one for Stream 2. If two SOs are issued, a call-up where training must be provided at a DND/CF site will be allocated to the Offeror of Stream 1 and a call-up where training must be provided with a minimum monthly average temperature requirement of 32°F/0°C will be allocated to the Offeror of Stream 2.
- (f) Only Authorized Call-ups to be Accepted: The Offeror agrees only to perform individual Call-ups made by an authorized representative of Canada under this SO outlined below.
- (g) Call-up Process: The following call-up process will be followed.
 - (i) Step 1 - Call-up Request: The SO Identified User Authority will provide the following information to the Offeror by e-mail:
 - 1) The name of the course and/or course topic(s);
 - 2) The proposed training dates;
 - 3) The number of DND Instructors/students;
 - 4) The number of live/dead non human models;
 - 5) The time of day (day or night);
 - 6) The number of Contractor's instructors required; and
 - 7) The type of weapon and calibre to be used for the Ballistics Session, if required.

- (ii) **Step 2 - Response Requirements:** Based on Step 1, the Offeror must confirm in writing by e-mail within four working days of receiving the Call-up Request as to the availability to conduct the Work.

If the Offeror is available to conduct the Work as requested, the Offeror must provide the following information in their response to the Call-up Request:

- 1) Confirmation of acceptance of the proposed training dates. If the Offeror cannot accommodate the proposed dates, the Offeror must suggest new dates within a maximum of 30 calendar days range from the proposed dates. The new dates must be agreeable by all parties; and
- 2) The names of their proposed resources and applicable resource category.

If the Offeror confirms in writing by e-mail it is unable to fulfill the requirement or does not submit a response within the above deadline(s), Canada reserves the right to acquire the required Work by other means.

- (iii) **Step 3 - Assessment of Proposed Resources:** Canada reserves the right to assess the Offeror's proposed resources against the requirements in Annex A. The SO Identified User Authority may request proof of successful completion of formal training, as well as reference information. Canada reserves the right to request references from an Offeror and their proposed resources to conduct a reference check to verify the accuracy of the information provided.

If Canada does assess the Offeror's proposed resource(s) against the requirements in Annex A, the Offeror will have an additional three working days to demonstrate the proposed resources meet the requirements in Annex A. If the proposed resource(s) do not meet the requirements in Annex A, the Offeror will be advised and will be given up to three working days to propose new resource(s).

If the proposed new resource(s) do not meet the requirements in Annex A or the Offeror does not submit a response within the above deadline, the Offeror will be advised and the Identified User will acquire the required Work by other means.

- (iv) **Step 4 - Issuance of a Call-up:** The SO Identified User Authority will issue the Call-up to the Offeror using the Call-up instrument.

7. Call-up Instrument

The Work will be authorized or confirmed by the SO Identified User Authority using form PWGSC-TPSGC 942, Call-up Against a Standing Offer or an electronic version.

8. Limitation of Call-ups

Individual call-ups by the Identified User against the SO must not exceed \$250,000 (applicable taxes included). The SO Authority may approve/issue individual call-ups against the SO at any amount.

9. Priority of Documents

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

- (a) the call up against the SO, including any annexes;
- (b) the articles of the SO;
- (c) the general conditions 2005 (2014-03-01), General Conditions - Standing Offers - Goods or Services
- (d) the general conditions 2035 (2014-03-01), General Conditions - Higher Complexity - Services;
- (e) Annex A, Statement of Work;
- (f) Annex B, Basis of Payment;
- (g) Annex C, Non-Disclosure Agreement;
- (h) Annex E, Insurance Requirements and
- (i) the Offeror's offer dated (*insert date of offer*).

10. Certifications

10.1 Compliance

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

10.2 Experimental Animals

Any work performed in Canada under the SO and its resulting Call-ups involving the care and use of experimental animals must be carried out in compliance with the Canadian Council on Animal Care (CCAC) programs and only by an institution holding a CCAC Certificate of Good Animal Practice. Additional information on the CCAC is available at the following Web site <http://www.ccac.ca/>. If the contracted work is performed outside of Canada, the Offeror must ensure that the work is done in a facility and under animal use protocols that meet or exceed the standards set out in the policies and guidelines of the CCAC (e.g. for the United States of America, the Association for Assessment and Accreditation of Laboratory Animal Care (AAALAC)).

11. Applicable Laws

The SO and any contract resulting from the SO must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province of Ontario, Canada.

12. Insurance Requirements

The Offeror must comply with the insurance requirements specified in Annex E. The Offeror must maintain the required insurance coverage for the duration of the SO. Compliance with the insurance requirements does not release the Offeror from or reduce its liability under the SO.

The Offeror is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the SO and to ensure compliance with any applicable law. Any additional insurance coverage is at the Offeror's expense, and for its own benefit and protection.

The Offeror must forward to the SO Authority within 10 working days after the issuance of the SO, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Offerors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Offerors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Offeror must, if requested by the SO Authority, forward to Canada a certified true copy of all applicable insurance policies.

B. RESULTING CONTRACT CLAUSES

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

1. Statement of Work

The Contractor must perform the Work described in the call-up against the SO.

2. Standard Clauses and Conditions

2.1 General Conditions

2035 (2014-03-01), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

2.2 Specific Person(s)

The Contractor must provide the services of the following person(s) to perform the Work as a Primary Instructor:

Instructor: *To be identified at time of SO issuance*
 Instructor: *To be identified at time of SO issuance*
 Instructor: *To be identified at time of SO issuance*
 Instructor: *To be identified at time of SO issuance*
 Instructor: *To be identified at time of SO issuance*
 Instructor: *To be identified at time of SO issuance*

In the event that any of the above identified Primary Instructors are not available, the Contractor must provide the services of the following person(s) to perform the Work as a Back-up Instructor:

Instructor: *To be identified at time of SO issuance*
 Instructor: *To be identified at time of SO issuance*
 Instructor: *To be identified at time of SO issuance*
 Instructor: *To be identified at time of SO issuance*
 Instructor: *To be identified at time of SO issuance*

3. Term of Contract

3.1 Period of the Contract

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

4. Payment

4.1 Basis of Payment

The Contractor will be paid in accordance with the Basis of Payment at Annex B, for Work performed under each approved call-up against the SO.

4.2 Limitation of Expenditure - Call-up

- (a) Canada's total liability to the Offeror under any resultant Call-up will not exceed the Total Price specified in the Call-up.
- (b) No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the specifications, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the SO Identified User Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the SO Identified User Authority. The Contractor must notify the SO Identified User Authority in writing by e-mail as to the adequacy of this sum:
 - (i) when it is 75% committed, or
 - (ii) four months before the Contract expiry date, or
 - (iii) if the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.
- (c) If the notification is for inadequate contract funds, the Contractor must provide to the SO Identified User Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

4.3 Method of Payment

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

4.4 SACC Manual Clauses

- (a) C2000C (2007-11-30), Taxes - Foreign-based Contractor
- (b) C0705C (2010-01-11), Discretionary Audit

4.5 Payment Credits

- (a) If the Contractor can no longer provide the required resource(s) that has all the required qualifications to deliver the training under the approved call-up, the Contractor must provide a credit to Canada of 50% of the approved call-up value including any non-refundable and non-transferable travel charges and/or direct expenses if applicable, incurred by Canada for the purpose of the training.
- (b) Credits Apply during Entire Contract Period: The Parties agree that the credits apply throughout the Contract Period.
- (c) Credits represent Liquidated Damages: The Parties agree that the credits are liquidated damages and represent their best pre-estimate of the loss to Canada in the event of the applicable failure. No credit is intended to be, nor will it be construed as, a penalty.
- (d) Canada's Right to Obtain Payment: The Parties agree that these credits are a liquidated debt. To collect the credits, Canada has the right to hold back, draw back, deduct or set off from and against any money Canada owes to the Contractor from time to time.

-
- (e) Canada's Rights & Remedies not Limited: The Parties agree that nothing in this clause limits any other rights or remedies to which Canada is entitled under the Contract (including the right to terminate the Contract for default) or under the law generally.
- (f) Audit Rights: The Contractor's calculation of credits under the Contract is subject to verification by government audit, at the SO Identified User Authority's discretion, before or after payment is made to the Contractor. The Contractor must cooperate fully with Canada during the conduct of any audit by providing Canada with access to any records and systems that Canada considers necessary to ensure that all credits have been accurately credited to Canada in the Contractor's invoices. If an audit demonstrates that past invoices contained errors in the calculation of the credits, the Contractor must pay to Canada the amount the audit reveals was required to be credited to Canada, plus interest, from the date Canada remitted the excess payment until the date of the refund (the interest rate is the Bank of Canada's discount annual rate of interest in effect on the date the credit was first owed to Canada, plus 1.25% per year). If, as a result of conducting an audit, Canada determines that the Contractor's records or systems for identifying, calculating or recording the credits are inadequate, the Contractor must implement any additional measures required by the SO Identified User Authority.

5. Invoicing Instructions

- (a) The Contractor must submit invoices in accordance with the section entitled "Invoicing Submission" of the General Conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
- (b) Each invoice must be supported, as applicable, by:
- (i) the call-up number;
 - (ii) a copy of the release documents and any other documents as specified in the call-up; and
 - (iii) a copy of the invoices and/or receipts.
- (c) Invoices must be distributed as follows: the original and one copy must be forwarded to the SO Identified User Authority identified in the call-up for certification and payment.

6. SACC Manual Clauses

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

7. Course Cancellation

7.1 Training at the Contractor's Facility

- (a) Canada may cancel, or reschedule, a scheduled training without a fee by giving a written notice to the Contractor at least 30 calendar days prior to the course delivery date;
- (b) In the event that Canada cancels, or reschedules, a training between 15 to 30 calendar days prior to the course delivery date, the Contractor will be paid 50% of the daily facility rate per day that is non-refundable and non-transferable;

-
- (c) In the event that Canada cancels, or reschedules, a training 14 or fewer calendar days prior to the course delivery date, the Contractor will be paid 75% of the daily facility rate per day that is non-refundable and non-transferable;
 - (d) In the event that Canada cancels, or reschedules, a scheduled training on the day of or during the training, the Contractor will be paid the daily facility rate per day that is non-refundable and non-transferable;
 - (e) In the event that, due to the unavailability of the Contractor's resource, Canada cancels or reschedules a scheduled course on the day of or during the delivery, the Contractor will reimburse Canada in accordance with clause 4.5 Payment Credits; and
 - (f) If Canada or the Contractor has to cancel due to an unforeseeable or uncontrollable event (such as a strike, a virus attack, a pandemic, a power failure, etc.) no charge will be applied regardless of when the notice is received by Canada or the Contractor.

ANNEX A STATEMENT OF WORK

1.0 TITLE

The Department of National Defence (DND) has a requirement for Non Human Model Training.

2.0 OBJECTIVE

DND requires a Contractor to provide non human model training including facility, resources, and equipment.

3.0 BACKGROUND

DND/Canadian Forces (CF) personnel are required to provide medical aid in a variety of environments. DND strives to provide CF personnel with the best possible training in order to contribute to their safety and security while operating in areas of elevated risk and also to ensure that CF personnel have the best chance of success on operations. DND does not possess the requisite resources required to deliver this training.

All of the DND/CF personnel who will participate in this training have previously completed the Tactical Combat Casualty Care (TCCC) training. TCCC training is a separate course that teaches a specific set of medical protocols/guidelines to customize the principles of trauma care for successful use on the battlefield. DND has developed their own specific TCCC protocols based on this training. The required non human model training is applying DND's TCCC protocols including knowledge and practice in realistic scenarios and with live non human models.

4.0 APPLICABLE DOCUMENTS

4.1 The following applicable documents form part of this Statement of Work to the extent specified herein, and are supportive of the Statement of Work:

- a) DND's TCCC protocols (DND will provide a copy of their TCCC protocols to the Contractor within ten working days after issuance of Standing Offer (SO)); and
- b) DAOD 8014-1 Management of Animal Use in Research, Teaching and Testing (<http://www.admfincs-smafinsm.forces.gc.ca/dao-doa/8000/8014-1-eng.asp>).

5.0 ESTIMATED VOLUME

| Course | Estimated number of courses for Initial Period – Date of SO Issuance to February 16, 2016 | | Estimated number of courses for Option Period 1 | Estimated number of courses for Option Period 2 |
|--------------------------|---|--------|---|---|
| | Year 1 | Year 2 | | |
| Train the Trainer Course | 5 | 5 | 5 | 5 |
| Operator Course | 5 | 5 | 5 | 5 |

The estimated volumes above are estimations made in good faith and are not to be considered in any way as a commitment from Canada.

6.0 REQUIREMENTS

6.1 Tasks

This requirement contains Stream 2, a minimum monthly average temperature of 32°F/0°C for each month of the year.

6.2 Courses

The Contractor must provide the following courses, as and when requested:

6.2.1 Train the Trainer:

DND Instructors will be DND Medics who have previously participated in the Operator Course. The intent of the Train the Trainer course is to familiarize the DND Instructors with the Contractor's approved protocols so that they are able to conduct and run the student training in accordance with DND's TCCC protocols and the Contractor's approved protocols. The number of DND Instructors, location, number of live/dead non human models and time of day (day or night) will be identified in the call-up.

The course must include the following:

- a) Must be for up to nine DND Instructor(s);
- b) Must be conducted over two days;
- c) Must be scheduled in conjunction with student training;
- d) Must be conducted at the Contractor's facility;
- e) DND will provide all required personal kit including personal protection equipment;
- f) Must be supported by up to two of the Contractor's Instructors;
- g) Must be supported by the required number of qualified veterinarian resources, either a Registered Veterinary Technician and/or a Registered Veterinarian, in accordance with the Contractor's protocols which have been authorized under the Canadian Council on Animal Care (CCAC) or equivalent as per clause 10.2 Experimental Animals under Part 7A;
- h) The Contractor's training medical resources administering the non human models must fully supervise and control the course with the full authority to curtail and/or terminate the session as warranted and stipulated by the CCAC or equivalent as per clause 10.2 Experimental Animals under Part 7A; and
- i) The course must include the following course topics:
 - i. One-Day Seven Hours Instructor Non Human Model Table Top (see section 6.3.1); and
 - ii. One-Day Seven Hours Instructor Non Human Model Scenarios (see section 6.3.2).

6.2.2 Operator Course:

DND Instructors will prepare the training agenda/schedule and will conduct and run the training. All DND Instructors will have previously participated in the Train the Trainer course. The number of DND students, location, number of live non human models, the number of the Contractor's instructors required, the type of weapon and calibre to be used for the ballistics session, and time of day (day or night) will be identified in the call-up.

The course must include the following:

- a) Must be for a minimum of three up to a maximum of 24 DND students;
- b) Must be conducted over two days;
- c) Must be conducted at the Contractor's facility;
- d) DND will provide all required personal kit including personal protection equipment;
- e) Will be supported by a minimum of one up to a maximum of six DND Instructor(s);
- f) Must be supported by up to six of the Contractor's Instructors. The number of the Contractor Instructors required will depend upon the level of proficiency of the DND students. The number will be identified in the call-up. The Contractor Instructors will provide support to the DND Instructors, they will not be responsible for running the training;
- g) Must be supported by the required number of qualified veterinarian resources, either a Registered Veterinary Technician and/or a Registered Veterinarian, in accordance with the Contractor's protocols which have been authorized under the CCAC or equivalent as per clause 10.2 Experimental Animals under Part 7A;
- h) The Contractor's training medical resources administering the non human models must fully supervise and control the course with the full authority to curtail and/or terminate the session as warranted and stipulated by the CCAC or equivalent as per clause 10.2 Experimental Animals under Part 7A;
- i) The number of activities performed by each student must be adjusted according to need; and
- j) The course must include the following course topics:
 - i. Half-Day Three Hours Non Human Model Table Top Training (see section 6.3.3);
 - ii. Half-Day Three Hours Non Human Model Scenario Based Training (see section 6.3.4);
 - iii. Non Human Model Scenario Based Training (see section 6.3.5);
 - iv. Two Hours Mass Casualty Discussions/Scenarios (see section 6.3.6); and
 - v. One Hour Ballistics Session (see section 6.3.7).

6.3 Course Topics

- 6.3.1 One-Day Seven Hours Instructor Non Human Model Table Top:
- a) Must be scheduled in conjunction with and prior to student training;
 - b) Must include the instruction on the layout and conduct of non human model table tops. The intent is to ensure that the DND Instructor(s) fully understand the Contractor's protocols; and to review and modify, within the scope of the Contractor's approved protocols, the training agenda/schedule for the students;
 - c) Must include the use of up to three live non human models; and
 - d) Must be conducted anytime during the day or night.
- 6.3.2 One-Day Seven Hours Instructor Non Human Model Scenarios:
- a) Must be scheduled in conjunction with and prior to student training;
 - b) Must include the instruction on the layout and conduct of non human model scenarios. The intent is to ensure that the DND Instructor(s) fully understand the Contractor's protocols; and to review and modify, within the scope of the Contractor's approved protocols, the training agenda/schedule for the students;
 - c) Must include the use of up to three live non human models; and
 - d) Must be conducted anytime during the day or at night.
- 6.3.3 Half-Day Three Hours Non Human Model Table Top Training:
- a) Must include a briefing by DND and the Contractor. The briefing must consist of a Training Objective brief, a safety brief, Zoonotic disease brief and overall conduct and ethical considerations with regard to the non human model training;
 - b) Must include the use of one live non human model per six students;
 - c) Will be run by DND Instructor(s) and must be supported by the Contractor's Instructor(s). The Contractor's Instructors will provide support to the DND Instructors; they will not be responsible for running the training;
 - d) Must include practical training on airway skills, including but not limited to needle decompression, nasopharyngeal airway insertion, perform a cricothyroidotomy, and chest tube insertion;
 - e) Must include the use of different haemostatic agents, dressings, intravenous (IV) and tourniquets;
 - f) Must include training on the five elements of major bleed, airway, respiratory, circulation and hypothermia (MARCH);
 - g) Must include training on treatment modalities, in accordance with DND's TCCC protocols and the Contractor's approved protocols; and discussed with the DND Instructor(s):
 - i. Care under Fire;
 - ii. Tactical Field Care; and
 - iii. Tactical Evacuation Care.
 - h) Must be conducted anytime during the day or at night.

-
- 6.3.4 Half-Day Three Hours Non Human Model Scenario Based Training:
- a) Must be conducted between DND Instructor(s) and the Contractor;
 - b) Must be the co-ordination, overview and review of the training agenda/schedule for how the scenario based training in section 6.3.5 must be conducted; and
 - c) Must be conducted anytime during the day or at night.
- 6.3.5 Non Human Model Scenario Based Training:
- a) Must include the use of one live non human model per six students;
 - b) Will be run by DND Instructor(s) and must be supported by the Contractor's Instructor(s) as discussed and co-ordinated in section 6.3.4; the Contractor's Instructors will provide support to the DND Instructors; they will not be responsible for running the training;
 - c) The Contractor must support scenarios and must discuss with DND Instructor(s) in advance to ensure that the scenarios meet student needs;
 - d) The scenarios must include Normal Light, Low Light, Moving Vehicle and Enclosed Space, including but not limited to chest tube insertion, performing needle decompression, controlled major bleeding and the five elements of MARCH. For the Moving Vehicle scenario, the Contractor is responsible for providing a suitable vehicle (does not need to be street legal or road worthy, however, must be in running condition); and
 - e) Must be conducted anytime during the day or at night.
- 6.3.6 Two Hour Mass Casualty Discussions:
- a) Must be conducted by DND Instructor(s) with the Contractor's Instructor(s) providing support, as identified in the call-up;
 - b) DND will be the lead and responsible for the execution of the discussion but the Contractor must provide consultation and assistance as required;
 - c) Discussions must be based on the practical training and real life scenarios including some or all of the conditions taught in the previous training; and
 - d) Must be conducted anytime during the day or at night.
- 6.3.7 One Hour Ballistics Session:
- a) Must include the use of one non human model per ten students;
 - b) Non human model must be live or dead;
 - c) Must be run and taught by the Contractor's Instructor(s);
 - d) Must be run in accordance with the Contractor's protocols which have been authorized under the CCAC or equivalent as per clause 10.2 Experimental Animals under Part 7A;
 - e) Must demonstrate the effects on tissue in both minor trauma and major trauma (ballistic wounding patterns); and
 - f) Must be conducted anytime during the day or at night.

- 6.3.8 DND may issue a call-up for any of the course topics identified in clause 6.3, as and when requested, in order to meet unique student demands and needs. If DND issues a call-up for any of the course topics, the following conditions will apply:
- a) Course topic(s) will be identified in the call-up;
 - b) At a minimum, one day of training made up of individual course topics will be requested on each call-up;
 - c) The number of students participating in each course topic will be identified in each call-up with a minimum of three up to a maximum of 24 students;
 - d) Must be conducted at the Contractor's facility;
 - e) Will be supported by DND Instructor(s);
 - f) Must be supported by up to six of the Contractor's Instructors. The number of Contractor Instructors required will depend upon the level of proficiency of the DND students. The number will be identified in the call-up. The Contractor Instructors will provide support to the DND Instructors, they will not be responsible for running the training;
 - g) Must be supported by the required number of qualified veterinarian resources, either a Registered Veterinary Technician and/or a Registered Veterinarian, in accordance with the Contractor's protocols which have been authorized under the CCAC or equivalent as per clause 10.2 Experimental Animals under Part 7A;
 - h) The Contractor's training medical resources administering the non human models must fully supervise and control the course with the full authority to curtail and/or terminate the session as warranted and stipulated by the CCAC or equivalent as per clause 10.2 Experimental Animals under Part 7A;
 - i) The number of activities performed by each student during each course topic must be adjusted according to need; and
 - j) Must be conducted anytime during the day or at night.

7.0 FACILITIES, INSTRUCTORS, RESOURCES AND EQUIPMENT

- 7.1 The Contractor must provide a facility with the following:

- 7.1.1 Located in Canada or the USA;
- 7.1.2 To conduct training anytime during the day or at night, when required, to complete the course objectives and/or course topic(s);
- 7.1.3 Equipment that is utilized for each course and/or course topic holds current certifications and licenses;
- 7.1.4 Multiple instrumentation to track the activity and measure the vital signs, including heart rate and monitoring breathing (respiratory), of the non human model to indicate progress and success of the medical procedure being performed for the duration of each course and/or course topic(s);
- 7.1.5 Compliant with all regulations addressed in the CCAC or equivalent as per clause 10.2 Experimental Animals under Part 7A;

-
- 7.1.6 Currently in good standing (no outstanding infractions) with the CCAC or equivalent as per clause 10.2 Experimental Animals under Part 7A. The Contractor must provide an updated letter from the CCAC or equivalent as per clause 10.2 Experimental Animals under Part 7A, attesting to their good standing within five working days after issuance of SO and must provide an updated letter for the second year of the SO and each subsequent year;
 - 7.1.7 Registered with the CCAC or equivalent as per clause 10.2 Experimental Animals under Part 7A;
 - 7.1.8 A Good Animal Practice (GAP) certification from the CCAC or equivalent as per clause 10.2 Experimental Animals under Part 7A;
 - 7.1.9 Protocols in accordance with the regulations addressed in the CCAC or equivalent as per clause 10.2 Experimental Animals under Part 7A. The Contractor must provide a soft copy of their approved protocols to the Technical Authority within five working days after issuance of SO and must review its protocols regularly to ensure that it addresses all current regulations addressed in the CCAC or equivalent as per clause 10.2 Experimental Animals under Part 7A. Any changes must be communicated to the Technical Authority; and
 - 7.1.10 Approved and certified animal disposal procedures, in accordance with the CCAC or equivalent as per clause 10.2 Experimental Animals under Part 7A.
- 7.2 Instructors
- 7.2.1 The Contractor must provide instructors with the following qualifications:
 - a) All instructor(s) must meet mandatory technical criterion MT11 in the Request for Standing Offer W8486-136127/E.
- 7.3 Resources:
- 7.3.1 The Contractor must provide the following resource categories:
 - a) The required number of qualified veterinarian resources, either a Registered Veterinary Technician and/or a Registered Veterinarian, in accordance with the Contractor's protocols which have been authorized under the CCAC or equivalent as per clause 10.2 Experimental Animals under Part 7A; and
 - b) Training medical resources.
 - 7.3.2 All resources must hold current certification recognized by the CCAC or equivalent as per clause 10.2 Experimental Animals under Part 7A.
- 7.4 The Contractor must provide a indoor Laboratory with the following:
- 7.4.1 A minimum of 30 square feet;
 - 7.4.2 Capacity to accommodate up to 24 students;
 - 7.4.3 Located beside the indoor classroom for ready access;
 - 7.4.4 Dedicated for only DND use for the duration of each course and/or course topic(s), away from public/foreign and/or other training groups; and
 - 7.4.5 In accordance with the Contractor's approved protocols as recognized by the CCAC or equivalent as per clause 10.2 Experimental Animals under Part 7A.

- 7.5 The Contractor must provide the following Non Human Model capabilities:
- 7.5.1 The non human model must be swine that weighs a minimum of 20 kg up to a maximum of 60 kg;
 - 7.5.2 Ready availability of the required number of non human models as specified in clause 6.3 or as identified in the call-up;
 - 7.5.3 Administered as stipulated in the CCAC or equivalent as per clause 10.2 Experimental Animals under Part 7A; and
 - 7.5.4 Certified safe for human contact with no risk of transferring or transmitting any disease or condition to any person.
- 7.6 The Contractor must provide a indoor Classroom with the following:
- 7.6.1 Dedicated for only DND use for the duration of each course and/or course topic(s), away from public/foreign and/or other training groups;
 - 7.6.2 Capacity for up to 24 students including tables and chairs; and
 - 7.6.3 Located beside the indoor laboratory for ready access.
- 7.7 The Contractor must provide a Training Area with the following:
- 7.7.1 One indoor and one outdoor training area;
 - 7.7.2 Capacity to accommodate up to 24 students; and
 - 7.7.3 Dedicated for only DND use for the duration of each course and/or course topic(s), away from public/foreign and/or other training groups.
- 7.8 The Contractor must provide the following Equipment:
- 7.8.1 Two individual first aid kits per student, which includes, as a minimum:
 - a) Three bandages including different compress gauzes, two Kerlix type packing gauzes, two Occlusive dressing such as halo seal;
 - b) Tourniquets;
 - c) Malleable Splints;
 - d) Hemostatic agent, as directed by DND;
 - e) Needles for chest decompression;
 - f) Nasopharyngeal airways;
 - 7.8.2 One Cricothyroidotomy Kit for every three students;
 - 7.8.3 One Chest tube kit and appropriate supporting equipment for every three students;
 - 7.8.4 Two IV kits for every three students;
 - 7.8.5 One intra-osseous kit for every three students; and
 - 7.8.6 Prior to the start of each course/topic, DND will verify the above equipment.

8.0 CONSTRAINTS

The following constraints will apply to the Work:

- 8.1 DND will determine the DND personnel to be trained as a DND Instructor;
- 8.2 DND Instructor(s) will complete any of the courses and/or course topic(s) annually, as required, in order to maintain their DND Instructor status;
- 8.3 DND will provide a list of the specific injuries and procedures that they wish to conduct within ten working days after issuance of SO; and
- 8.4 For the Ballistics Session conducted at the Contractor's facility, the Contractor must provide the weapons and in the call-up, DND will identify the calibre to be used for the session.
 - 8.4.1 The Contractor must be responsible for the possession, transportation and storage of all weapons.

9.0 DND SUPPORT

For each course and/or course topic, DND will provide all required personal kit including personal protection equipment.

10.0 LANGUAGE REQUIREMENTS

The Contractor must provide all services and deliverables in English.

11.0 CONTRACTOR MANAGEMENT OF THE CONTRACT

- 11.1 The Contractor must actively participate in the overall management of all related activities related to this Statement of Work and will be directly responsible for the effective supervision and coordination of the efforts of its resources so as to minimize the management effort required by DND to manage the requirement; and
- 11.2 The Contractor must ensure that all the work produced under the SO is complete, accurate and adheres to all relevant safety and environmental regulations, rules and good practices.

12.0 MEETINGS

12.1 Kick-off Meeting

- 12.1.1 A Kick-off meeting chaired by the SO Authority will be held with the Contractor within 30 calendar days after issuance of the SO. The kick-off meeting will be held at the Contractor's facility, the exact time and location of the kick-off meeting will be provided after issuance of the SO. The purpose of the kick-off meeting will be to review and secure a common understanding of the requirements, which includes, but are not limited to:

-
- a) Review the SO and contractual requirements;
 - b) Review and clarify, if required, the respective roles and responsibilities of the SO Authority, the Technical Authority, the SO Identified User Authority and of the Contractor to ensure common understanding; and
 - c) Discuss the course and/or course topic requirements.

12.1.2 The Contractor must prepare and submit the minutes of the meeting by e-mail within 15 calendar days to the SO Authority for concurrence/ approval. The minutes of the meeting will provide the names of all attendees, a record of discussions and decisions made. Any required changes will be discussed between the SO Authority and the Contractor; and

12.1.3 The SO Authority will distribute the approved minutes to all parties.

12.2 Other Meetings

12.2.1 The Technical Authority may call a meeting at any time to resolve urgent matters, and/or resolve any issues or concerns. The time and location will be agreed upon between the Contractor and the Technical Authority;

12.2.2 In the event that meetings are required, the Contractor and/or the Contractor's resources must make all necessary preparations in order to actively participate in any meeting convened by the Technical Authority; and

12.2.3 The Contractor must maintain a history of all meetings as well as of all incremental changes to action items and submit it to the Technical Authority by e-mail when requested.

Solicitation No. - N° de l'invitation

W8486-136127/E

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

113zh

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

W8486-136127

File No. - N° du dossier

113zhW8486-136127

CCC No./N° CCC - FMS No/ N° VME

Appendix 1

Abbreviations

| | |
|---|-------|
| Canadian Council on Animal Care | CCAC |
| Canadian Forces | CF |
| Canadian Forces Base | CFB |
| Defence Administrative Order and Directive | DAOD |
| Department of National Defence | DND |
| Good Animal Practice | GAP |
| Intravenous | IV |
| Major bleed, Airway, Respiratory, Circulation and Hypothermia | MARCH |
| Standing Offer | SO |
| Tactical Combat Casualty Care | TCCC |
| United States of America | USA |

ANNEX B BASIS OF PAYMENT

1. The Contractor will be paid as specified below, for Work performed in accordance with the Contract. Customs duties are included and the applicable taxes is extra.
- (a) Stream 2, for training to be conducted at the Contractor's facility, the Contractor will be paid in accordance with clauses 1.1, 1.2 and 1.3.

- 1.1 The Contractor will be paid firm all inclusive per diem rate as follows:

| Resource Category | Firm All Inclusive Per Diem Rate | | | |
|---------------------------|---|--------|-----------------|-----------------|
| | Initial Period - Date of SO Issuance to February 16, 2016 | | Option Period 1 | Option Period 2 |
| | Year 1 | Year 2 | | |
| Instructor | \$ | \$ | \$ | \$ |
| Veterinarian | \$ | \$ | \$ | \$ |
| Veterinary Technician | \$ | \$ | \$ | \$ |
| Training Medical Resource | \$ | \$ | \$ | \$ |

A day is defined as 7.5 hours of work, exclusive of meal breaks. Payment will be made for days actually worked, with no provision for annual leave, statutory holidays and sick leave. If time worked is more or less than a day, the firm all inclusive per diem rate must be prorated to reflect the actual time worked.

- 1.2 The Contractor will be paid firm all inclusive daily facility rate as follows:

| Firm All Inclusive Daily Facility Rate | | | |
|---|--------|-----------------|-----------------|
| Initial Period - Date of SO Issuance to February 16, 2016 | | Option Period 1 | Option Period 2 |
| Year 1 | Year 2 | | |
| \$ | \$ | \$ | \$ |

- 1.3 Direct Expenses

The Contractor will be reimbursed for the direct expenses reasonably and properly incurred in the performance of the Work. These expenses will be paid at actual cost without mark-up, upon submission of an itemized statement and must be supported by receipt vouchers.

Allowable Categories

Individual First Aid Kit
Cricothyroidotomy Kit
Chest Tube Kit
Intravenous (IV) Kit
Intra-osseous Kit
Non Human Model

ANNEX C NON-DISCLOSURE AGREEMENT

I, _____, recognize that in the course of my work as an employee or subcontractor of _____, I may be given access to information by or on behalf of Canada in connection with the Work, pursuant to Standing Offer Serial No. W8485-136127/002/ZH between Her Majesty the Queen in right of Canada, represented by the Minister of Public Works and Government Services and the Department of National Defence, including any information that is confidential or proprietary to third parties, and information conceived, developed or produced by the Contractor as part of the Work. For the purposes of this agreement, information includes but not limited to: any documents, instructions, guidelines, data, material, advice or any other information whether received orally, in printed form, recorded electronically, or otherwise and whether or not labeled as proprietary or sensitive, that is disclosed to a person or that a person becomes aware of during the performance of the Standing Offer and any resulting contract.

I agree that I will not reproduce, copy, use, divulge, release or disclose, in whole or in part, in whatever way or form any information described above to any person other than a person employed by Canada on a need to know basis. I undertake to safeguard the same and take all necessary and appropriate measures, including those set out in any written or oral instructions issued by Canada, to prevent the disclosure of or access to such information in contravention of this agreement.

I also acknowledge that any information provided to the Contractor by or on behalf of Canada must be used solely for the purpose of the Standing Offer and any resulting contract; and must remain the property of Canada or a third party, as the case may be.

I agree that the obligation of this agreement will survive the completion of the Standing Offer Serial No. W8485-136127/002/ZH.

Signature

Date

Solicitation No. - N° de l'invitation

W8486-136127/E

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

113zh

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

W8486-136127

File No. - N° du dossier

113zhW8486-136127

CCC No./N° CCC - FMS No/ N° VME

ANNEX D
SAMPLE SEMI-ANNUAL USAGE REPORT

See attached spreadsheet.

ANNEX E INSURANCE REQUIREMENTS

1. The Offeror must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Standing Offer, in an amount usual for a Standing Offer of this nature, but for not less than \$2,000,000.00 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 Offeror's performance of the Standing Offer. 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 Offeror.
 - 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 Offeror and/or arising out of operations that have been completed by the Offeror.
 - 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 Standing Offer, 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 Standing Offer Authority 30 calendar 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 Standing Offer.
 - l) Owners' or Offerors' Protective Liability: Covers the damages that the Offeror becomes legally obligated to pay arising out of the operations of a subcontractor.
 - m) Non-Owned Automobile Liability - Coverage for suits against the Offeror resulting from the use of hired or non-owned vehicles.

Annex D
I. Instructions



Public Works and
Government Services
Canada

Travaux publics et
Services gouvernementaux
Canada

Semi-Annual Usage Report

General Instructions

Introduction

The Government of Canada (GC) requires the Offeror to provide the following a Semi-Annual Usage Report (SUR) to the Standing Offer (SO) Authority on a semi-annual basis.

Response Due Date

Your cooperation in returning the completed SUR by the appropriate date is **MANDATORY**.

| Period | Period to be Covered | Due on or before |
|--------|-----------------------|------------------|
| 1st | July 1 to December 31 | January 15 |
| 2nd | January 1 to June 30 | July 15 |

Returning the Completed SUR

Please e-mail the completed SUR to: Diane.Reynolds@tpsgc-pwgsc.gc.ca

Don't forget to type the words "Non Human Model Training SO" in the subject line of your e-mail.

Complete All Questions

Offerors should complete all applicable portions of the SUR documents - including the Company Profile, Information sheet pertaining to services provided to GC.

Provide Direct Responses to Questions

Please do not substitute brochures, catalogues or annual reports in lieu of answers to our questions.

Currency

Please, state all monetary values in Canadian dollars (CDN).

Confidentiality

GC will keep your company's response confidential.

Changing the Format

Offerors are asked not to modify the format of this SUR.

Answering all Questions

This SUR questionnaire has three sections identified by the labels of each worksheet on this file. The fields that allow editing are painted in white. Use your mouse to move between required fields.

Offeror's Representative (or delegated representative)

PWGC considers the individual named under A.4.4 Offeror's Representatives to be the SO Holder's primary source of communication. Should this individual not be available at the date of the SUR submission, an alternate contact should be included with your SUR using the template provided under tab II. Company Profile

Questions

Should you need further clarification, please forward your question by e-mail to the following address (do not forget to include your name and contact number so we can contact you immediately) : Diane.Reynolds@tpsgc-pwgsc.gc.ca

Item Descriptions

SO SUR

Field Information

| Field | Description |
|--|---|
| Call-up Number | Unique number for the call-up, as identified on page 1 of the call-up. |
| Course Name | Name of the course and/or course topic(s). |
| Name of SO Identified User Authority | The name of the SO Identified User Authority |
| Telephone Number of the SO Identified User Authority | The telephone number of the SO Identified User Authority |
| Location | The location where training was provided, the Offeror's facility or DND/CF site. |
| Start Date | Date the course started. |
| End Date | Date the course ended (or will end). |
| Training Costs | The total amount of training costs, firm all inclusive daily rate and/or firm all inclusive per diem rates. |
| Travel Expenses | The total amount of travel and living expenses. |
| Direct Expenses | The total amount of direct expenses. |
| Applicable Taxes | The total amount of applicable taxes. |
| Total Call-up Value | The total value of the call-up, as identified on page 1 of the call-up. |

Annex D
II. Company Profile



Public Works and
Government Services
Canada

Travaux publics et
Services gouvernementaux
Canada

Semi-Annual Usage Report

Company Profile

(1) Please complete your company details in the spaces below:

Company name:

SO No.:

Web site:

PBN:

Business address:

City:

State/Province:

Zip code/Postal code:

Country:

Phone No.:

Fax No.:

(2) Complete the details of the person who is the Primary contact regarding this SUR:

Contact name:

Title:

Business address:

City:

State/Province:

Zip code/Postal code:

Country:

Phone No.:

Fax No.:

E-mail:

(3) If applicable, provide details for the Alternate contact regarding this SUR:

Contact name:

Title:

Business address:

City:

State/Province:

Zip code/Postal code:

Country:

Phone No.:

Fax No.:

E-mail:

Company Name



Semi-Annual Usage Report Instructions

Please provide the information requested below for all Non Human Model Training Standing Offers your firm provided to the Government of Canada for the appropriate semi-annual period.

| Semi-Annual Period | Period to be Covered | Due on or before |
|--------------------|-----------------------|------------------|
| 1st | July 1 to December 31 | January 15 |
| 2nd | January 1 to June 30 | July 15 |

| Indicate Reporting Period (Period and Year) |
|--|
| |

| Total Number of Call-ups Year-to-date | (Insert Number) |
|--|-------------------|
| Total \$ Value of Call-ups Year-to-date | (Insert \$ Value) |

SO W8486-136127

| Call-up Number | Coure Name | Name of SO Identified User Authority | Telephone Number of SO Identified User Authority | Location | Start Date (day/month/year) | End Date (day/month/year) | Training Costs | Travel Expenses | Direct Expenses | Applicable Taxes | Total Call-up Value |
|----------------|------------|---|--|----------|--------------------------------|------------------------------|----------------|--------------------|--------------------|------------------|---------------------|
| 1 | | | | | | | | | | | |
| 2 | | | | | | | | | | | |
| 3 | | | | | | | | | | | |
| 4 | | | | | | | | | | | |
| 5 | | | | | | | | | | | |
| 6 | | | | | | | | | | | |
| 7 | | | | | | | | | | | |
| 8 | | | | | | | | | | | |
| 9 | | | | | | | | | | | |
| 10 | | | | | | | | | | | |
| 11 | | | | | | | | | | | |
| 12 | | | | | | | | | | | |
| 13 | | | | | | | | | | | |
| 14 | | | | | | | | | | | |
| 15 | | | | | | | | | | | |
| 16 | | | | | | | | | | | |
| 17 | | | | | | | | | | | |
| 18 | | | | | | | | | | | |
| 19 | | | | | | | | | | | |
| 20 | | | | | | | | | | | |
| 21 | | | | | | | | | | | |
| 22 | | | | | | | | | | | |