

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

**Public Works and Government Services / Travaux
publics et services gouvernementaux
Kingston Procurement
Des Acquisitions Kingston
86 Clarence Street, 2nd floor
Kingston
Ontario
K7L 1X3
Bid Fax: (613) 545-8067**

Request For a Standing Offer Demande d'offre à commandes

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

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

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

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Public Works and Government Services / Travaux publics
et services gouvernementaux
Kingston Procurement
Des Acquisitions Kingston
86 Clarence Street, 2nd floor
Kingston
Ontario
K7L 1X3

Title - Sujet EMR Course	
Solicitation No. - N° de l'invitation W0125-140004/A	Date 2014-04-11
Client Reference No. - N° de référence du client W0125-14-0004	GETS Ref. No. - N° de réf. de SEAG PW-\$KIN-620-6322
File No. - N° de dossier KIN-4-42006 (620)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-05-05	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Porter, Marta M.	Buyer Id - Id de l'acheteur kin620
Telephone No. - N° de téléphone (613)547-7587 ()	FAX No. - N° de FAX (613)545-8067
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE CJIRU 48 PORTAGE AVE ASTRA Ontario K0K3W0 Canada	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

Solicitation No. - N° de l'invitation

W0125-140004/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

kin620

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

W0125-14-0004

File No. - N° du dossier

KIN-4-42006

CCC No./N° CCC - FMS No/ N° VME

See Attached

TABLE OF CONTENTS

TITLE: EMR Course

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 Required Precedent to Issuance of a Standing Offer

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer
2. Security Requirement
3. Standard Clauses and Conditions
4. Term of Standing Offer
5. Authorities
6. Proactive Disclosure of Contracts with Former Public Servants
7. Identified Users
8. Call-up Instrument
9. Limitation of Call-ups
10. Priority of Documents
11. Certifications
12. SACC Manual Clauses
13. Applicable Laws

B. RESULTING CONTRACT CLAUSES

1. Statement of Work
2. Standard Clauses and Conditions
3. Term of Contract

Solicitation No. - N° de l'invitation
W0125-140004/A
Client Ref. No. - N° de réf. du client
W0125-14-0004

Amd. No. - N° de la modif.
File No. - N° du dossier
KIN-4-42006

Buyer ID - Id de l'acheteur
kin620
CCC No./N° CCC - FMS No./N° VME

4. Proactive Disclosure of Contracts with Former Public Servants
5. Payment
6. Invoicing Instructions
7. Insurance

List of Annexes:

Annex A - Statement of Work
Annex B - Basis of Payment

TITLE: EMR Course

PART 1 - GENERAL INFORMATION

1. Introduction

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

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

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

2. Summary

- (i) Requirement for Instructors to deliver the Canadian Red Cross Emergency Medical Responder Course (EMR);
- (ii) The Department of National Defence (DND) and the Canadian Joint Incident Response Unit – Chemical, Biological, Radiological, and Nuclear (CJIRU-CBRN) of the Canadian Forces (CF), based at CFB Trenton, Ontario.
- (iii) The period of the Standing Offer 01 July, 2014 to 30 June, 2015 with two (2) one (1) year options.
- (iv) The requirement is subject to the Agreement on Internal Trade (AIT).

3. Debriefings

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

PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

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

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

The [2006](#) (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: ninety (90) days

1.1 SACC Manual Clauses

B4024T 2006-05-15 No Substitute Products

2. Submission of Offers

Offers must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Standing Offers.

3. Former Public Servant – Competitive Requirements

Contracts awarded 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 the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the offer non-responsive.

Definitions

For the purposes of this clause,

"former public servant" is any former member of a department as defined in the [Financial Administration Act](#) R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;

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

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

"pension" means 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 Offeror a FPS in receipt of a pension? **YES () NO ()**

If so, the Offeror 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, Offerors agree that the successful Offeror'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 Adjustment Directive

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES () NO ()**

If so, the Offeror must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;

- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment 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 - Request for Standing Offers

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

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

5. Applicable Laws

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

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

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

Section I: Technical Offer (2 hard copies)

Section II: Financial Offer (1 hard copy)

Section III: Certifications (1 hard copy)

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, offerors 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 explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Offer

Offerors must submit their financial offer in accordance with "Annex B, Basis of Payment". The total amount of Applicable Taxes must be shown separately.

Payment by Credit Card

Canada requests that offerors complete one of the following:

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

The following credit card(s) are accepted:

VISA _____

Master Card _____

Solicitation No. - N° de l'invitation
W0125-140004/A
Client Ref. No. - N° de réf. du client
W0125-14-0004

Amd. No. - N° de la modif.
File No. - N° du dossier
KIN-4-42006

Buyer ID - Id de l'acheteur
kin620
CCC No./N° CCC - FMS No./N° VME

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

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

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

Section III: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.
- (c) The evaluation team will determine first if there are two (2) or more offers with a valid Canadian Content certification. In that event, the evaluation process will be limited to the offers with the certification; otherwise, all offers will be evaluated. If some of the offers with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive offers with a valid certification remain, the evaluation will continue among those offers with a valid certification. If all offers with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other offers received will be evaluated.

1.1. Technical Evaluation

1.1.1 Mandatory Technical Criteria

- 1.1.1.1 The Offeror must provide proof that they are an authorized provider for the Canadian Red Cross Course.

1.2 Financial Evaluation

- 1.2.1 A0220T (2007-05-25) Evaluation of Price
- 1.2.2 Offeror's must submit pricing in accordance with the Basis of Payment, Annex "B" as a firm all-inclusive rate for all pricing periods or the bid will be considered non-compliant.
- 1.2.3 The Offeror's unit prices will be multiplied by the estimated usage to calculate the extended price. The sum of the extended price for all pricing periods will be the evaluated price.

2. Basis of Selection

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

PART 5 - CERTIFICATIONS

Offerors must provide the required certifications and associated information to be issued a standing offer.

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 standing offer, or will declare a contractor in default in carrying out any of its obligations under any resulting contracts, if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority may render the Offer non-responsive, may result in the setting aside of the Standing Offer or constitute a default under the Contract.

1. Certifications Required Precedent to Issuance of a Standing Offer

1.1 Integrity Provisions - Associated Information

By submitting an offer, the Offeror certifies that the Offeror and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Offer of Standard Instructions [2006](#). The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

1.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror 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 [Employment and Social Development Canada-Labour's](#) website.

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

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

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

2.1 Canadian Content Certification

This procurement is conditionally limited to Canadian services.

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

Solicitation No. - N° de l'invitation
W0125-140004/A
Client Ref. No. - N° de réf. du client
W0125-14-0004

Amd. No. - N° de la modif.
File No. - N° du dossier
KIN-4-42006

Buyer ID - Id de l'acheteur
kin620
CCC No./N° CCC - FMS No./N° VME

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

The Offeror certifies that:

() the services offered are Canadian services as defined in paragraph 4 of clause [A3050T](#).

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

2.1.1 SACC Manual clause [A3050T](#) (2010-01-11) Canadian Content Definition

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

- 1.1** The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex "A".

2. Security Requirement

There is no security requirement applicable to this Standing Offer.

3. Standard Clauses and Conditions

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

3.1 General Conditions

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

3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex "B". If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "nil" report.

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

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

4. Term of Standing Offer

4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from 01 July, 2014 to 30 June, 2015.

4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional two (2) one (1) year periods under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

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

Solicitation No. - N° de l'invitation
W0125-140004/A
Client Ref. No. - N° de réf. du client
W0125-14-0004

Amd. No. - N° de la modif.
File No. - N° du dossier
KIN-4-42006

Buyer ID - Id de l'acheteur
kin620
CCC No./N° CCC - FMS No./N° VME

5. Authorities

5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Marta Porter
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Address: 86 Clarence Street
Kingston ON., K7L 1X3
Telephone: 613-547-7587
Facsimile: 613-545-8067
E-mail address: marta.porter@pwgsc.gc.ca

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

5.2 Project Authority

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

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

5.3 Offeror's Representative *(To be completed by Offeror)*

Name: _____
Title: _____
Organization: _____
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. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Department of National Defence, CFB Trenton, Trenton Ontario.

8. Call-up Instrument

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

9. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$20,000.00 (Applicable Taxes included).

10. Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2014-03-01), General Conditions - Standing Offers - Goods or Services
- d) 2010B (2014-03-01), General Conditions – Professional Services (Medium Complexity) apply to and form part of the Contract;
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) the Offeror's offer dated _____ .

11. Certifications

11.1 Compliance

The continuous compliance with the certifications provided by the Offeror with its offer and the ongoing cooperation in providing associated information are conditions of issuance of the Standing Offer (SO). Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO. If the Offeror does not comply with any certification, fails to provide the associated information, 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 Standing Offer.

12 SACC Manual Clauses

M3060C 2008-05-12 Canadian Content Certification

13. Applicable Laws

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

B. RESULTING CONTRACT CLAUSES

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

1. Statement of Work

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

2. Standard Clauses and Conditions

2.1 General Conditions

2010B (2014-03-01), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

Section 15 Interest on Overdue Accounts, of 2010B (2014-03-01) will not apply to payments made by credit cards.

3. Term of Contract

3.1 Delivery Date

Delivery must be made within 30 calendar days from receipt of a call-up against the Standing Offer.

4. 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.

5. Payment

5.1 Basis of Payment

Professional Fees

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price of \$ _____ (**insert amount at contract award**). Customs duties are included and Applicable Taxes are extra.

Travel and Living Expenses

The Contractor will be reimbursed for the authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the meal, private vehicle and incidental expense allowances specified in Appendices B, C and D of the [Treasury Board Travel Directive](#), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

Other locations within a 350 km location of CFB Trenton, Travel and Living expenses will be calculated using CFB Trenton, Trenton Ontario or the Offeror's location as the originating location depending on the location identified as the destination on individual call-ups. The originating location that is closest to the destination location will be used in the calculation of the travel and living expenses.

Solicitation No. - N° de l'invitation
W0125-140004/A
Client Ref. No. - N° de réf. du client
W0125-14-0004

Amd. No. - N° de la modif.
File No. - N° du dossier
KIN-4-42006

Buyer ID - Id de l'acheteur
kin620
CCC No./N° CCC - FMS No./N° VME

All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.

5.2 Limitation of Price

SACC Manual clause [C6000C](#) (2011-05-16) Limitation of Price

5.3 Single Payment

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

5.4 SACC Manual Clause

A9117C 2007-11-30 T1204 – Direct Request by Customer Department

5.5 Payment by Credit Card

The following credit cards are accepted: _____ and _____.

6. Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

7. Insurance

SACC Manual clause [G1005C](#) (2008-05-12) Insurance

ANNEX "A"

STATEMENT OF WORK

1. REQUIREMENT

The Department of National Defence (DND) and the Canadian Joint Incident Response Unit - Chemical, Biological, Radiological, and Nuclear (CJIRU - CBRN) of the Canadian Forces (CF), based at CFB Trenton, Ontario has a requirement for Instructors to deliver the Canadian Red Cross Emergency Medical Responder Course (EMR).

2. BACKGROUND

All Chemical, Biological, Radiological, and Nuclear, (CBRN) Operators are required to complete Canadian Red Cross Emergency Medical Responder Course as part of their trade certification. On an annual basis CJIRU trains approximately 45 CBRN Operators.

3. OBJECTIVE

The objective is to secure the services of a Contractor to provide an Instructional Program, based on the Canadian Red Cross Standard for Emergency Medical Responder (EMR) Course, along with the specialized training services and all of the necessary materials required to deliver the training. The Contractor must also be able to provide the (20 -24 hr) re-certification training for this course.

4. SCOPE

On an "as and when requested" basis, the Contractor must deliver the training services identified within the Statement of Work (SOW) and all of the associated support and training materials.

5. TASKS

5.1 Provide a Canadian Red Cross Emergency Medical Responder Training Program. The training programs must cover, as a minimum, the following topics laid out by the Canadian Red Cross.

5.1.1 Emergency Medical Responder (EMR) Course. As per the Canadian Red Cross guidelines the following subjects must be included.

- The responder
- The emergency scene
- Preventing disease transmission
- Human body systems
- Assessment
- Respiratory emergencies
- Airway and ventilation
- Circulatory emergencies
- Bleeding
- Shock
- Soft tissue injuries
- Musculoskeletal injuries
- Head and spine injuries
- Chest, abdominal, and pelvic injuries
- Sudden illnesses

- Poisoning
- Heat and cold related emergencies
- Special populations
- Childbirth
- Crisis intervention
- Reaching and moving people
- Multiple casualty incidents
- Communications and transportation

5.2 Each training program must consist of a minimum of 80 hours of theory and practical instruction. The ratio of theory to practical instruction will be determined by the teaching requirements of the Canadian Red Cross Standard.

5.2.1 The Contractor shall also be able to provide CJIRU with a 20 - 24 hr re-certification course based on the Canadian Red Cross standards for EMR Re-certification.

5.3 Provide a copy of the student training manual to each student.

5.4 The Contractor shall be responsible to provide all the required teaching aids and materials required to conduct the theory portions of each course. (ie, pens, notebooks, flip charts, overhead projectors)

5.5 The Contractor must provide a certificate to all successful training candidates.

6. CONSTRAINTS

The following constraint will apply to the Work:

6.1 DND / CJIRU will determine the number of Emergency Medical Responder Courses to be run annually, and the number of operators to be certified under the training programs.

It is expected that there will be two (2) Emergency Medical Responder Courses run per year, with up to 25 students per course.

6.2 Student certification cards or certificates must be valid for a minimum of 3 years before a re-certification course is required.

6.3 The Contractor must regularly review its Emergency Medical Responder Course to ensure they meet the latest Canadian Red Cross Guidelines. Any change to the training program must be communicated to the Technical Authority within 30 days.

7. LANGUAGE OF WORK

7.1 The Contractor must be able to provide instruction in both of Canada's Official languages. The language of instruction for training will be determined at time of call-up, with the expectation that these courses would be primarily be taught in English.

7.2 The Contractor will provide a hard copy of both training manuals and both student manuals, in both official languages, to CJIRU within 20 working days of Contract award.

8. DELIVERABLES

8.1 Student Manuals

A Emergency Medical Responder (EMR) student manual and all other applicable support and training material must be provided to all CJIRU Operators participating in the Emergency Medical Responder (EMR) program. Language of manuals/material will be determined at time of call-up.

The training material content must include the most recent published material from the Canadian Red Cross.

8.2 Certification Cards

The Contractor must provide to all CJIRU operators who successfully complete Emergency Medical Responder (EMR) training with a certificate.

9. LOCATION OF WORK

The Contractor must be able to travel to CJIRU'S primary training location at CFB Trenton ON where they must be able to deliver the course in its entirety. Other training sites that are deemed beneficial to CJIRU and located no more than 350 km for CFB Trenton ON may be considered for future call-ups.

10. TRAVEL AND ACCOMMODATIONS

The Contractor is responsible for the transportation and accommodations of his direct employees.

ANNEX "B"

BASIS OF PAYMENT

Offerors must submit firm, all-inclusive training rates (including all travel to CFB Trenton).

Other locations within a 350 km location of CFB Trenton, Travel and Living expenses will be calculated using CFB Trenton, Trenton Ontario or the Offeror's location as the originating location depending on the location identified as the destination on individual call-ups. The originating location that is closest to the destination location will be used in the calculation of the travel and living expenses.

Year 1: 01 July 2014 to 30 June 2015

1. Price per Student for 80 hrs Emergency Responder Course as outlined in Annex "A"
 - a. Per Student \$ _____
Estimated 2 per year (max 24 Students) per Course
2. Recertification Course (20-24 hours) as outlined in Annex "A"
 - a. Per Student \$ _____
Estimated 1 a year (max 24 students) per course

Option Year 1: 01 July 2015 to 30 June 2016

1. Price per Student for 80 hrs Emergency Responder Course as outlined in Annex "A"
 - a. Per Student \$ _____
Estimated 2 per year (max 24 Students) per Course
2. Recertification Course (20-24 hours) as outlined in Annex "A"
 - a. Per Student \$ _____
Estimated 1 a year (max 24 students) per course

Option Year 2: 01 July 2016 to 30 June 2017

1. Price per Student for 80 hrs Emergency Responder Course

Solicitation No. - N° de l'invitation
W0125-140004/A
Client Ref. No. - N° de réf. du client
W0125-14-0004

Amd. No. - N° de la modif.
File No. - N° du dossier
KIN-4-42006

Buyer ID - Id de l'acheteur
kin620
CCC No./N° CCC - FMS No./N° VME

as outlined in Annex "A"

a. Per Student \$_____

Estimated 2 per year (max 24 Students) per Course

2. Recertification Course (20-24 hours) as outlined in Annex "A"

a. Per Student \$_____

Estimated 1 a year (max 24 students) per course