

**NOTICE OF PROPOSED PROCUREMENT (NPP)  
Request for Proposal No. 21120-15-2057599**

**Requirement:**

The Correctional Service of Canada requires the services of Intermediate Instructor(s) on an “as and when requested basis” to deliver the Hospice Palliative Care (HPC) and Older Offender Training (OTT) courses. The training courses will be delivered in the following regions; Atlantic, Quebec, Ontario, Prairies and Pacific.

**Trade agreements:**

Agreement on Internal Trade (AIT), World Trade Organisation-Agreement on Government Procurement (WTO-AGP), North American Free Trade Agreement (NAFTA), Canada-Peru Free Trade Agreement (CPFTA), Canada-Colombia Free Trade Agreement (CCOFTA), Canada-Chile Free Trade Agreement (CCFTA) and Canada-Panama Free Trade Agreement (CPAFTA).

**Tendering procedures:**

The suppliers listed in this notice and qualified under the Learning Services Supply Arrangement have been invited to submit a bid.

**Competitive Procurement Strategy:** lowest priced compliant bid

**Set-aside under the Procurement Strategy for Aboriginal Business:**

This procurement is not subject to any set-asides for Aboriginal Suppliers.

**Comprehensive Land Claim Agreement:**

This procurement is not subject to a Comprehensive Land Claims Agreement.

**Security Requirements:**

NIL security screening required as there is no access to sensitive information or assets. Contractor personnel will be escorted in specific areas of the institution / site as and where required by Correctional Service Canada personnel or those authorized by CSC to do so on its behalf.

Contractor personnel shall submit to a Canadian Police Information Centre (CPIC) verification of identity / information by CSC, and must adhere to institutional requirement for the conduct of searches prior to admittance to the institution / site. CSC reserves the right to deny access to any institution / site or part thereof of any Contractor personnel, at any time.

**Nature of Requirements:**

This RFP is only for pre-qualified Suppliers for Work Stream 8: Training Delivery against the Learning Services Supply Arrangement (SA) E60ZH-070003/C. The following SA Holders have been invited to submit a proposal:

	<b>Vendor</b>	<b>Supply Arrangement Number</b>
1.	CAE Inc.	E60ZH-070003/056
2.	Calian Ltd., Instrux Media Corp. in Joint Venture	E60ZH-070003/060
3.	Calian Ltd.	E60ZH-070003/058
4.	CANADEM	E60ZH-070003/062
5.	Contract Community Inc., Infomentat Inc, Velsoft Training Material Inc., 3DA Multimedia Inc., SOMOS Consulting Group LTD, Klaven Inc. in Joint Venture	E60ZH-070003/066
6.	MCO Business Group Inc.	E60ZH-070003/110
7.	Modis Canada Inc.	E60ZH-070003/112

8.	QMR Staffing Solutions Incorporated	E60ZH-070003/144
9.	The VCAN Group Inc., D.J. Films-Multimedia, Inc., in Joint Venture	E60ZH-070003/032

The following is a summary of the statement of work for this requirement.

The Correctional Service Canada requires the services of an Intermediate Instructor (s) to deliver a three-day (22.5 hours) Hospice Palliative Care course and a two-day (15 hours) Older Offender Training course, on an "as and when requested" basis. The training courses will be delivered in the following regions; Atlantic, Quebec, Ontario, Prairies and Pacific.

**Objectives:**

The main objective of the training will be to standardize both training courses to CSC nurses across Canada.

**Deliverables:**

- a. a list of all successful and unsuccessful participants at the end of each training session; and
- b. certificate of completion to each successful participant.

**Expected Contract period:**

The period of the Contract is from date of Contract to March 31, 2015 with an irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period (s) under the same conditions.

**File Number:** 21120-15-2057599

**Contracting Authority:** Estelle Carrière  
340 Laurier Avenue West  
Ottawa, Ontario K1A 0P9  
**Telephone number:** 613-992-7988  
**Facsimile number:** 613-992-1217  
**E-mail:** [estelle.carriere@csc-scc.gc.ca](mailto:estelle.carriere@csc-scc.gc.ca)

**NOTE TO BIDDERS:**

**Please submit all questions in writing to [Estelle.carriere@csc-scc.gc.ca](mailto:Estelle.carriere@csc-scc.gc.ca) and [Alexandre.qiguere@csc-scc.gc.ca](mailto:Alexandre.qiguere@csc-scc.gc.ca).**

Bidders can obtain copies of the solicitation documents by the Contracting Authority named in this notice.

The Crown reserves the right to negotiate with suppliers on any procurement.

Documents may be submitted in either official language of Canada (English or French).

Given the nature of the requirements, proposals submitted by such means as facsimile or electronic mail will not be accepted.

After contract award, bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within fifteen (15) working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.