

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

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

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government  
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments - Commentaires**

<b>Title - Sujet</b> Physician Instructor	
<b>Solicitation No. - N° de l'invitation</b> W0113-13CS49/A	<b>Date</b> 2014-08-01
<b>Client Reference No. - N° de référence du client</b> W0113-13CS49	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$TOR-024-6638	
<b>File No. - N° de dossier</b> TOR-4-37020 (024)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2014-09-15</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Brewster, Shannon	<b>Buyer Id - Id de l'acheteur</b> tor024
<b>Telephone No. - N° de téléphone</b> (905) 615-2028 ( )	<b>FAX No. - N° de FAX</b> (905) 615-2060
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE CFB Borden 30 Ortona Road - Bldg O-166 Borden Ontario L0M1C0 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada  
Ontario Region  
33 City Centre Drive  
Suite 480  
Mississauga  
Ontario  
L5B 2N5

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

Solicitation No. - N° de l'invitation

W0113-13CS49/A

Amd. No. - N° de la modif.

File No. - N° du dossier

TOR-4-37020

Buyer ID - Id de l'acheteur

tor024

CCC No./N° CCC - FMS No/ N° VME

W0113-13CS49

---

**SEE ATTACHED DOCUMENT (42 PAGES)**

Solicitation No. - N° de l'invitation  
W0113-13CS49/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
tor024

Client Ref. No. - N° de réf. du client  
W0113-13CS49

File No. - N° du dossier  
TOR-4-37020

CCC No./N° CCC - FMS No./N° VME

---

## **BID SOLICITATION**

**FOR**

**PHYSICIAN INSTRUCTOR**

**REQUIRED BY**

**CANADIAN FORCES HEALTH SERVICES TRAINING CENTRE,  
DEPARTMENT OF NATIONAL DEFENCE (DND)**

## TABLE OF CONTENTS

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

- 1.1 Security Requirement
- 1.2 Statement of Work
- 1.3 Debriefings
- 1.4 Trade Agreements

### **PART 2 - BIDDER INSTRUCTIONS**

- 2.1 Standard Instructions, Clauses and Conditions
- 2.2 Submission of Bids
- 2.3 Former Public Servant
- 2.4 Enquiries - Bid Solicitation
- 2.5 Applicable Laws

### **PART 3 - BID PREPARATION INSTRUCTIONS**

- 3.1 Bid Preparation Instructions
- 3.2 Section I: Technical Bid
- 3.3 Section II: Financial Bid
- 3.4 Section III: Certifications

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

- 4.1 Evaluation Procedures
- 4.2 Technical Evaluation
- 4.3 Financial Evaluation
- 4.4 Basis of Selection

### **PART 5 - CERTIFICATIONS**

- 5.1 Certifications Required Precedent to Contract Award
- 5.2 Additional Certifications Required Precedent to Contract Award

### **PART 6 - RESULTING CONTRACT CLAUSES**

- 6.1. Security Requirement
- 6.2 Statement of Work
- 6.3 Task Authorization
- 6.4 Standard Clauses and Conditions
- 6.5 Term of Contract
- 6.6 Authorities
- 6.7 Payment
- 6.8 Invoicing Instructions
- 6.9 Certifications
- 6.10 Applicable Laws
- 6.11 Priority of Documents
- 6.12 SACC Manual Clauses
- 6.13 Insurance
- 6.14 Specific Person

Solicitation No. - N° de l'invitation  
W0113-13CS49/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
tor024

Client Ref. No. - N° de réf. du client  
W0113-13CS49

File No. - N° du dossier  
TOR-4-37020

CCC No./N° CCC - FMS No./N° VME

---

**List of Annexes:**

Annex A          Statement of Work

Appendix 1 to Annex A - DND 626, Task Authorization Form

Appendix 2 to Annex A - Commandant (Cmndt) Directive 5275-1- Personal Relationships

Annex B          Basis of Payment

Annex C          Security Requirements Check List

Annex D          Bid Evaluation Criteria

## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirement**

- (a) Before award of a contract, the following conditions must be met:
- (i) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
  - (ii) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 6 - Resulting Contract Clauses;
  - (iii) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
- (b) For additional information on security requirements, bidders should refer to the [Canadian Industrial Security Directorate \(CISD\), Industrial Program](#) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

### **1.2 Statement of Work**

The Work to be performed is detailed under Article 6.2 of the resulting contract clauses.

### **1.3 Debriefings**

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

### **1.4 Trade Agreements**

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Agreement on Internal Trade (AIT), the Canada-Chile Free Trade Agreement, the Canada-Columbia Free Trade Agreement and the Canada-Panama Free Trade Agreement.

---

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

- (a) All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.
- (b) Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.
- (c) The 2003 (2014-06-26) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.
- (d) The following modification is to the standard instructions 2003:  
Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:  
Delete: sixty (60) days  
Insert: ninety (90) days

### 2.2 Submission of Bids

- (a) Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.
- (b) Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

### 2.3 Former Public Servant

- (a) 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, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder 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 bid non-responsive.

- (b) **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:

- i. an individual;
- ii. an individual who has incorporated;
- iii. a partnership made of former public servants; or
- iv. 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.

(c) **Former Public Servant in Receipt of a Pension**

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

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

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

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

(d) **Work Force Adjustment Directive**

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes ( ) No ( )**

If so, the Bidder must provide the following information:

- i. name of former public servant;
- ii. conditions of the lump sum payment incentive;
- iii. date of termination of employment;
- iv. amount of lump sum payment;
- v. rate of pay on which lump sum payment is based;
- vi. period of lump sum payment including start date, end date and number of weeks;
- vii. 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.

**2.4 Enquiries - Bid Solicitation**

- (a) All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.
- (b) Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

## **2.5 Applicable Laws**

- (a) Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.
  
- (b) Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the bidders.

## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

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

- (i) Section I: Technical Bid (4 hard copies)
- (ii) Section II: Financial Bid (1 hard copy)
- (iii) Section III: Certifications (1 hard copy)

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

(b) Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (i) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (ii) use a numbering system that corresponds to the bid solicitation.

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

- (i) 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
- (ii) 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.

### 3.2 Section I: Technical Bid

(a) In their technical bid, bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

#### (b) Security Clearance:

Bidders are requested to submit the following security information for the proposed resources with their bids. If the Bidder has not included the security information, the Contracting Authority will provide the Bidder with an opportunity to submit the security information during the evaluation period. If the Bidder has not submitted the security information within the period set by the Contracting Authority, its bid will be declared non-responsive.

Security Information	Bidder to insert data
Name of individual as it appears on security clearance application form	
Level of security clearance obtained	
Validity period of security clearance obtained	
Security Screening Certificate and Briefing Form file number	

#### (c) Customer Reference Contact Information:

The Bidder must provide customer references who must each confirm, if requested by Canada the facts identified in the Bidder's bid, as required by Annex D. For each customer reference, the Bidder must, at a minimum, provide the name, the telephone number and e-mail address for a contact person. Bidders are also requested to include the title of the contact person. If there is a

conflict between the information provided by the customer reference and the bid, the information provided by the customer reference will be evaluated instead of the information in the bid. If the named individual is unavailable when required during the evaluation period, the Bidder may provide the name and contact information of an alternate contact from the same customer.

### **3.3 Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Applicable Taxes must be shown separately.

### **3.4 Section III: Certifications**

Bidders must submit the certifications required under Part 5.

---

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

### **4.1 Evaluation Procedures**

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.
- (c) For the purpose of this bid solicitation, Bidders who have submitted a proposal under solicitation W0113-13CS48/A, the following evaluation procedure will apply:
  - (i) The successful candidate for W0113-13CS48/A will not be considered for solicitation W0113-13CS49/A due to overlapping instructional course and testing components outlined in Annex A – Statement of Work.
  - (ii) If the Bidder's proposed resource for solicitation W0113-13CS49/A was the successful candidate and awarded a contract under W0113-13CS48/A, that proposed resource will not be considered for contract award under this bid solicitation and will be removed from the evaluation process.

### **4.2 Technical Evaluation**

#### **(a) Mandatory Technical Criteria**

- (i) Each bid will be reviewed to determine whether it meets the mandatory requirements of the bid solicitation. Any element of the bid solicitation that is identified specifically with the words "must" or "mandatory" is a mandatory requirement. Bids that do not comply with each and every mandatory requirement will be declared non-responsive and be disqualified. The Mandatory evaluation criteria are described in Annex D - Bid Evaluation Criteria.

#### **(b) Point-Rated Technical Criteria**

- (i) Each bid will be rated by assigning a score to the rated requirements, which are identified in the bid solicitation by the word "rated" or by reference to a score. Bidders who fail to submit complete bids with all the information requested by this bid solicitation will be rated accordingly. The rated requirements are described in Annex D - Bid Evaluation Criteria.

#### **(c) Reference Checks:**

- (i) If a reference check is performed, Canada will conduct the reference check in writing by e-mail. Canada will send all email reference check requests to contacts supplied by all the Bidders within a 48-hour period using the email address provided in the bid. Canada will not award any points unless the response is received within 5 working days of the date that Canada's email was sent.
- (ii) On the third working day after sending out the reference check request, if Canada has not received a response, Canada will notify the Bidder by email, to allow the Bidder to contact its reference directly to ensure that it responds to Canada within 5 working days. If the individual named by a Bidder is unavailable when required during the evaluation period, the Bidder may provide the name and email address of an alternate contact person from the same customer. Bidders will only be provided with this opportunity once for each customer, and only if the originally named individual is unavailable to respond (i.e., the Bidder will not be provided with an opportunity to submit the name of an alternate contact person if the original contact person indicates that he or she is unwilling or unable to respond). The 5 working days will not be extended to provide additional time for the new contact to respond.

- (iii) Wherever information provided by a reference differs from the information supplied by the Bidder, the information supplied by the reference will be the information evaluated.
- (iv) Points will not be allocated and/or a bidder will not meet the mandatory experience requirement (as applicable) if (1) the reference customer states he or she is unable or unwilling to provide the information requested, or (2) the customer reference is not a customer of the Bidder itself (for example, the customer cannot be the customer of an affiliate of the Bidder instead of being a customer of the Bidder itself). Nor will points be allocated or a mandatory met if the customer is itself an affiliate or other entity that does not deal at arm's length with the Bidder.
- (v) Whether or not to conduct reference checks is discretionary. However, if Canada chooses to conduct reference checks for any given rated or mandatory requirement, it will check the references for that requirement for all bidders who have not, at that point, been found non-responsive.

#### **4.3 Financial Evaluation**

##### **(a) Mandatory Financial Criteria**

- (i) The Bidder must provide firm, all inclusive hourly rates, in Canadian funds, for the initial contract period and option periods for the Category of Personnel identified in Annex "B" - Basis of Payment, using the tables attached at Annex "B" - Basis of Payment. The Bidder must complete and submit with its bid, pricing in accordance with Annex B, Basis of Payment.

##### **(b) Evaluation of Price – Aggregate**

- (i) The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded FOB destination, Canadian customs duties and excise taxes included.
- (ii) The price will be evaluated in accordance with Annex B, Basis of Payment. The evaluated price will be the Total Financial Evaluated Price for the entire requirement which will be calculated using the sum of the total cost for the initial contract period and options.

#### **4.4 Basis of Selection - Highest Combined Rating of Technical Merit and Price**

##### **(a) To be declared responsive, a bid must:**

- (i) comply with all the requirements of the bid solicitation; and
- (ii) meet all mandatory criteria; and
- (iii) obtain the required minimum of 45 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 70 points.

##### **(b) Bids not meeting (i), (ii) and (iii) will be declared non-responsive.**

##### **(c) The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60% for the technical merit and 40% for the price.**

##### **(d) To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60%.**

##### **(e) To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%.**

##### **(f) For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.**

- (g) Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equal 135 and the lowest evaluated price is \$45,000 (45).

**Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)**

		<b>Bidder 1</b>	<b>Bidder 2</b>	<b>Bidder 3</b>
<b>Overall Technical Score</b>		115/135	89/135	92/135
<b>Bid Evaluated Price</b>		\$55,000.00	\$50,000.00	\$45,000.00
<b>Calculations</b>	<b>Technical Merit Score</b>	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
	<b>Pricing Score</b>	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
<b>Combined Rating</b>		83.84	75.56	80.89
<b>Overall Rating</b>		1st	3rd	2nd

- (h) In the event of identical Combined Ratings occurring, then the bid with the highest Price Score will become the top-ranked bidder.
- (i) One contract may be awarded in total as a result of this bid solicitation.
- (j) Bidders should note that all contract awards are subject to Canada's internal approvals process, which includes a requirement to approve funding in the amount of any proposed contract. Despite the fact that the Bidder may have been recommended for contract award, a contract will only be awarded if internal approval is granted according to Canada's internal policies. If approval is not granted, no contract will be awarded.

---

## PART 5 - CERTIFICATIONS

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

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

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority may render the bid non-responsive or constitute a default under the Contract.

### 5.1 Certifications Required Precedent to Contract Award

#### (a) Integrity Provisions - Associated Information

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions 2003. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

#### (b) Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from [Employment and Social Development Canada \(ESDC\) - Labour's website](#).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

### 5.2 Additional Certifications Required Precedent to Contract Award

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

#### (a) Status and Availability of Resources

SACC Manual clause A3005T (2010-08-16), Status and Availability of Resources

#### (b) Education and Experience

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

---

## PART 6 - RESULTING CONTRACT CLAUSES

### 6.1 Security Requirement

The following security requirement (SRCL and related clauses) applies and form part of the Contract.

- (a) The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
- (b) The Contractor personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC. Until the security screening of the Contractor/Offeror personnel required by this Contract/Standing Offer has been completed satisfactorily by the Canadian Industrial Security Directorate, Public Works and Government Services Canada, the Contractor/Offeror personnel **MAY NOT HAVE ACCESS** to PROTECTED information or assets, and **MAY NOT ENTER** sites where such information or assets are kept, without an escort.
- (c) The Contractor **MUST NOT** remove any PROTECTED information or assets from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.
- (d) Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of CISD/PWGSC.
- (e) The Contractor must comply with the provisions of the:
  - (a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
  - (b) Industrial Security Manual (Latest Edition).

### 6.2 Statement of Work

The Contractor must provide a qualified Physician Instructor who will review, update and instruct existing medical theory and practical lessons to the Physician Assistant (PA) students in accordance with the guidelines outlined in the Training Plan (TP) and evaluate the PA students, on an-as-and-when requested basis, through Performance Checks (PC) and Evaluated Checks (EC). The resource will also review and produce exam questions for each lesson taught and through their expertise, provided recommendations on any necessary changes to the program, in accordance with the Statement of Work at Annex "A".

### 6.3 Task Authorization (TA)

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

#### (a) Task Authorization Process

- (i) The Project Authority will provide the Contractor with a description of the task using the "DND 626, Task Authorization Form" specified in Appendix 1 to Annex A.
- (ii) The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
- (iii) The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

(b) **Task Authorization Limit**

- (i) The Program Director may authorize individual task authorizations up to a limit of \$13,000.00, Applicable Taxes included, inclusive of any revisions.
- (ii) Any task authorization to be issued in excess of that limit must be authorized by the Contracting Authority before issuance.

(c) **Minimum Work Guarantee - All the Work - Task Authorizations**

- (i) In this clause,  
"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and  
"Minimum Contract Value" means 10% of the Maximum Contract Value.
- (ii) Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph iii. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
- (iii) In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
- (iv) Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

(d) **Periodic Usage Reports - Contracts with Task Authorizations**

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

The data must be submitted on an annual basis to the Contracting Authority.

The annual period is defined as follows:

Annual: April 1 to March 31;

The data must be submitted to the Contracting Authority no later than ten (10) calendar days after the end of the reporting period.

(i) **Reporting Requirement - Details**

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

A. **For each authorized task:**

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;

- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

**B. For all authorized tasks:**

- i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

**(e) Task Authorization - Department of National Defence**

The administration of the Task Authorization process will be carried out by the Canadian Forces Health Services Training Centre, Department of National Defence (DND). This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

**6.4 Standard Clauses and Conditions**

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

**(a) General Conditions**

2010B (2014-06-26), General Conditions - Professional Services (Medium Complexity), apply to and form part of the Contract.

**(b) Supplemental General Conditions**

4007 (2010-08-16), Supplemental General Conditions - Canada to Own Intellectual Property Rights in Foreground Information, apply to and form part of the Contract.

**6.5 Term of Contract**

**(a) Period of the Contract**

The period of the Contract is from date of Contract and ends one year later.

**(b) Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least ten calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

**6.6 Authorities**

**(a) Contracting Authority**

The Contracting Authority for the Contract is:

Name: Shannon Brewster

---

Title: Supply Specialist  
Organization: Public Works and Government Services Canada  
Acquisitions Branch  
Ontario Region  
Address: 33 City Centre Drive, Suite 480C  
Mississauga ON L5B 2N5  
Telephone: 905-615-2028  
Facsimile: 905-615-2060  
E-mail address: shannon.brewster@pwgsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

(b) **Project Authority** (to be provided at Contract Award)

The Project Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

(c) **Program Director** (to be provided at Contract Award)

The Program Director for the Contract is:

Name: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

(d) **Contractor's Representative** (to be provided at Contract Award)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

---

## 6.7 Payment

### (a) Basis of Payment - Limitation of Expenditure - Task Authorizations

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment in Annex B, to the limitation of expenditure specified in the authorized TA.

Canada's liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized TA resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

### (b) Limitation of Expenditure - Cumulative Total of all Task Authorizations

- (i) Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ \_\_\_\_\_. Customs duties are included and Applicable Taxes are extra.
- (ii) No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
- (iii) The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - (A) when it is 75 percent committed, or
  - (B) four (4) months before the contract expiry date, or
  - (C) as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
- (iv) If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### (c) Monthly Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- (i) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- (ii) all such documents have been verified by Canada; and
- (iii) the Work performed has been accepted by Canada.

### (d) Time Verification

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

### (e) SACC Manual Clauses

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

- (i) Pursuant to paragraph 221 (1)(d) of the *Income Tax Act*, R.S. 1985, c. 1 (5<sup>th</sup> Supp.), payments made by departments and agencies to contractors under applicable services

---

contracts (including contracts involving a mix of goods and services) must be reported on a T1204 Government Service Contract Payments slip.

- (ii) To enable departments and agencies to comply with this requirement, the Contractor must provide Canada, upon request, its business number or Social Insurance Number, as applicable. (These requests may take the form of a general call-letter to contractors, in writing or by telephone).

## **6.8 Invoicing Instructions**

- (a) 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.
- (b) Invoices must be distributed as follows:
  - (i) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
  - (ii) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

## **6.9 Certifications**

Compliance with the certifications and related documentation provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification, provide the related documentation or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

## **6.10 Applicable Laws**

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

## **6.11 Priority of Documents**

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

- (a) these Articles of Agreement, including any individual SACC clauses incorporated by reference in these Articles of Agreement;
- (b) the supplemental general conditions 4007 (2010-08-16), Supplemental General Conditions - Canada to Own Intellectual Property Rights in Foreground Information;
- (c) the general conditions 2010B (2014-06-26), General Conditions - Professional Services (Medium Complexity);
- (d) Annex A, Statement of Work;
  - (i) Appendix 1 to Annex A - DND 626, Task Authorization Form
  - (ii) Appendix 2 to Annex A - Commandant (Cmtd) Directive 5275-1- Personal Relationships
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List; and
- (g) the Contractor's bid dated \_\_\_\_\_. (insert at time of contract award)

**6.12 SACC Manual Clauses**

A7017C (2008-05-12), Replacement of Specific Persons

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

**6.13 Insurance**

G1005C (2008-05-12), Insurance

**6.14 Specific Person**

The Contractor must provide the services of the following person to perform the Work as stated in the Contract: *(insert name of person. (To be filled in at contract award and as designated by the Bidder)*

Instructor: \_\_\_\_\_

---

## ANNEX A - STATEMENT OF WORK

### 1. REQUIREMENT

The Department of National Defence (DND), Canadian Forces Health Services Training Centre, has a requirement for the provision of services, on an "as and when requested" basis, to teach subject matter and provide assistance in the exam process of their Physician Assistant Program.

### 2. BACKGROUND

The Canadian Forces Health Services Training Centre (CFHSTC) located in Canadian Forces Base (CFB) Borden, Borden, Ontario, is responsible for the production of qualified Physician Assistants (PA). Their qualification will allow them to be clinical practitioners under the supervision of a physician. The Canadian Medical Association (CMA) accredits the PA Program through the Conjoint Accreditation Program.

The PA Program is divided into three phases. Phase I is the didactic portion taught at CFHSTC and includes classroom and practical instruction. Phase II involves 47 weeks of clinical rotations in various medical facilities throughout Canada and Phase III completes the program through comprehensive testing at CFHSTC.

CFHSTC has the need to acquire a licensed physician to execute Phase I of the PA Program and provide assistance with exam creations as part of Phase III.

### 3. DEFINITIONS

**Performance Objective (PO):** includes a description, in operational terms, of what the individual must do, the conditions under which the performance must be completed, and the standard to which the performance must conform. These three elements are respectively defined as performance statement, conditions and standard. A PO is divided into sub components called enabling objectives.

**Enabling Objective (EO):** is a principal unit of learning and constitutes a major step towards achieving the PO. EOs may correspond to the major components identified in the first round of deconstructing POs, or they may result from grouping several related components. It is composed of three essential parts: a performance statement, conditions statement, and a standard.

**Training Plan (TP):** is the master document that fully details and defines all aspects of the PA curriculum including all PO's and EO's, testing, resources, etc.

**Course Director:** is the Warrant Officer/Petty Officer First Class who is responsible for reporting to the Program Director on the conduct and administration of a PA session. The Course Director also liaises with the resource to provide direction on the training schedule.

**Program Director:** is the Master Warrant Officer/Chief Petty Officer Second Class who is responsible with reporting to the Medical Director on the conduct and administration of all staff and students taking part in the PA Program.

**Medical Director:** is the physician who is responsible with reporting to the Officer Commanding the company of the PA Program in its entirety, especially in matters directly related to the professional-technical aspects of the curriculum.

### 4. OBJECTIVE

The Contractor must provide one (1) Physician Instructor who will review, update and instruct existing medical theory and practical lessons to the PA students in accordance with the guidelines outlined in the Training Plan (TP) and evaluate the PA students, on an-as-and-when requested basis, through Performance Checks (PC) and Evaluated Checks (EC). The resource will also review and produce exam questions for each lesson taught and through their expertise, provide recommendations on any necessary changes to the program.

## 5. RESPONSIBILITIES

The resource's responsibilities include, but are not limited to, the following tasks and deliverables:

### Tasks:

- 5.1 Review, update and instruct existing Master Lesson Plans consisting of medical theory and practical lessons, in accordance with the guidelines outlined in the Training Plan (TP);
- 5.2 Provide the deliverable contents (handouts, presentations, etc.) from the assigned lectures provided in Table 1 below, to the Course Director, 5 days prior to instructing. Deliverable contents must be submitted in electronic format (MS Power Point or MS Word);
- 5.3 Review the existing exam questions and produce one, new, multiple choice exam question for each 50 minutes of didactic subject;
- 5.4 Produce five critical thinking (written answers) long or short answer exam questions for every partial or completed PO. Exam questions are to include references and solutions. All references are to be taken from current TP;
- 5.5 Provide expert advice and make recommendations on the improvement of the TP, as is necessary;
- 5.6 Deliver all lectures, outlined in Table 1, in person at CFHSTC. Dates and time schedules will be determined and provided by the Course Director. The ratio of lesson preparation time to lesson presentation time will be 1.5 to one or a total of **252 hours** preparation time for **168 hours** of teaching time.

**Table 1: Lectures**

PO.EO	SUBJECT	Estimated teaching time in hours
006.03	Relate diagnostic investigations to dermatology conditions	1
006.04	Apply modalities of topical dermatological therapy	2
006.05	Treat benign and malignant conditions of the skin	3
006.06	Treat infections of the Integumentary system	7
006.07	Treat dermatitis and inflammatory reaction conditions	6
006.08	Treat acneiform disorders	3
006.09	Manage urgent dermatological conditions	2
006.10	Treat conditions of the hair and nails	1
006.11	Provide foot and hand care	1
006.13	Treat wounds	2
006.16	Administer local anaesthetics	1
006.17	Perform Minor Surgery	9
006.18	Perform Advanced Wound Care	7
006.19	Perform Biopsies and Collect Specimens	3
006.20	Remove foreign bodies	3
008.03	Relate diagnostic investigations to endocrine conditions	1
008.04	Manage disorders of the pituitary gland	3
008.05	Manage conditions of the thyroid gland	3
008.06	Manage conditions of the parathyroid gland	2
008.07	Manage conditions of the adrenal gland	3
008.08	Manage conditions of impaired glucose metabolism	3
008.09	Manage dyslipidemias	1
008.10	Recognize multiple endocrine neoplasia	1
008.11	Manage obesity	1
009.04	Relate diagnostic investigations to neurological conditions	1

009.05	Treat peripheral nervous system disorders	3
009.07	Treat infections of the nervous system	3
009.09	Treat spinal cord disorders	2
009.10	Manage headaches	2
009.11	Treat seizure disorders	3
009.12	Treat movement disorders	1
009.13	Treat behavioural neurology	2
009.14	Treat urgent conditions	4
009.15	Recognize tumours	1
010.04	Treat Ocular Conditions	2
010.07	Treat conditions affecting the ears	1
010.09	Treat conditions affecting the nose and paranasal sinuses	1
010.10	Treat conditions affecting the throat	5
010.11	Provide initial recognition and referral of neoplasms of the head and neck	1
013.03	Relate diagnostic investigations to gastrointestinal conditions	3
013.04	Treat conditions of the upper Gastro-intestinal tract	4
013.05	Treat conditions of the lower Gastro-intestinal tract	4
013.06	Treat conditions of the liver, biliary tract and pancreas	4
013.07	Treat anorectal disorders	2
013.08	Provide initial management of acute abdominal pain	4
013.09	Manage nutritional disorders	2
013.10	Manage acute and chronic nausea and vomiting	2
015.03	Relate diagnostic investigations to female reproductive / gynecological conditions	2
015.04	Treat female urologic conditions	1
015.05	Treat common conditions of the vulva, vagina and external genitalia	2
015.06	Manage conditions of the uterus and ovaries	2
015.07	Manage gynecological conditions presenting as menstrual irregularities and abnormal uterine bleeding	2
015.08	Recognise gynecological neoplasms	2
015.09	Manage urgent gynecological conditions	2
015.10	Manage conditions of the breasts	2
015.11	Perform a physical exam of the breast and axillae	3
015.12	Perform a gynecological examination	4
015.13	Provide family planning services	2
015.14	Manage infertility problems	1
015.15	Manage female puberty problems	1
015.17	Provide prenatal care	2
015.18	Manage complications of pregnancy	6
015.19	Manage labour and delivery	6
015.20	Manage postpartum care	2
	<b>Estimated teaching hours</b>	<b>168</b>

5.7 Assist with the evaluation of student practical exams (oral and physical) outlined in Table 2 below. The ratio of testing preparation time to testing practical examination time will be 1.5 for every 4 hours of testing or a total of **24 hours** preparation time for **64 hours** of practical examination time.

**Table 2: Practical Examinations**

PC.EC	Subject	Estimated Testing Time in Hours
005	Musculoskeletal (MSK) Upper Exam	3
005	Musculoskeletal (MSK) Lower Exam	3
006	Dermatology	3
006.17	Perform Minor Surgery	2
006.18	Perform Advanced Wound Care	2
007	Haematology	3
008	Endocrinology	3
009	Neurology	3
010	Head / Neck Exam	3
011	Respirology	3
012	Cardiovascular	3
12.15	Airway Management	3
013	Gastrointestinal	3
014	Genitourinary	3
015	OBGYN	3
016	Paediatrics	3
018	Mental Health	3
019	Geriatrics	3
020	Advanced Trauma Life Support	9
021.04	General Physical exam	3
<b>Estimated Testing Hours</b>		<b>64</b>

- 5.8 Attend meetings at CFHSTC, as-and-when requested by the Program Director. The Program Director will provide a minimum notice of 10 calendar days of the scheduled teleconference meeting and 30 calendar days for on-site meetings.
- 5.9 Assist the Program Director in making improvements to the PA Program. Recommended improvements will be directed verbally to the Medical Director. The Medical Director will then determine billable hours, conditions and deadlines allocated for a written paper to explain and justify the improvement(s). Improvement(s) may include, but not limited to, teaching, evaluating, development or recommendations of learning and/or teaching aids, curriculum development or program development. These improvements are over and above any that have been identified through 5.5.
- 5.10 Build, update, prepare and deliver additional lectures, as-and-when requested, that have been outlined in Table 3 below. The Program Director is required to provide sufficient notice to the contractor to teach lectures from table 3, Additional Lectures. Notice is defined as the greater of 10 calendar days or twice the amount of instructional hours required based on an 8 hour work day. In order to meet the Enabling Objectives stated in the TP, the following tasks are required:
- 5.10.1 Review, update and instruct the lecture(s) in accordance with the guidelines outlined in the TP;
  - 5.10.2 Provide the deliverable contents (handouts, presentations, etc.) from the assigned lecture(s) provided in Table 3, to the Course Director, 5 days prior to instructing. Deliverable contents must be submitted in electronic format (MS Power Point or MS Word);
  - 5.10.3 Review the existing exam questions and produce one, new, multiple choice exam question for each 50 minutes of didactic subject;

- 5.10.4 Provide expert advice and make recommendations on the improvement of the TP, as is necessary; and
- 5.10.5 Deliver all lectures in person at CFHSTC. The ratio of lesson preparation time to lesson presentation time will be 1.5 to one or a total of **30 hours** preparation time for **20 hours** of teaching time.

**Table 3: Additional Lectures**

Lecture Number	Subject
002.01	Describe the origin, role and professional guidelines of the PA occupation
002.02	Abide by professional guidelines
002.03	Practice with due regard to biomedical ethics
002.04	Act as a patient health advocate
002.05	Practice with regard to multicultural issues
002.07	Operate within a health care system
003.01	Practice communication skills
003.02	Obtain a health history
003.03	Perform a general physical exam
003.04	Formulate a clinical plan
003.06	Document patient care
003.09	Discuss diagnostic imagery
003.10	Discuss laboratory studies
003.11	Practice patient-centered care
005.01	Relate the anatomy and physiology of the Musculoskeletal system to the disease process
005.03	Perform a physical exam of the MSK
005.04	Obtain health history for MSK conditions
005.05	Treat neck & shoulder conditions
005.06	Treat arm, elbow and wrist region condition
005.07	Treat thoracic and lumbar spine conditions
005.08	Treat pelvis, hip and thigh region condition
005.09	Treat knee region condition
005.10	Treat leg, ankle and foot region condition
006.01	Relate the anatomy and physiology of the Integumentary system to the disease process
006.02	Assess signs and symptoms of the Integumentary system
007.01	Relate Anatomy and Physiology to Immunological and Haematological Disorders
007.02	Describe the classification of diseases
008.01	Relate the anatomy and physiology of the endocrine system to the disease process
008.12	Obtain a health history for endocrine conditions
008.13	Perform a physical examination of the endocrine system
009.01	Relate the anatomy and physiology of the nervous system to the disease process
009.03	Assess signs and symptoms of the nervous systems
009.16	Perform a physical exam of the nervous system
009.17	Obtain a health history for nervous system conditions
010.01	Relate the anatomy and physiology of the HEENT to the disease process
010.03	Assess signs and symptoms of the eyes
010.05	Perform detailed eye examination
010.06	Assess signs and symptoms of the ears
010.07	Treat conditions affecting the ears
010.12	Perform a physical exam of the head and neck (HEENT)
010.13	Obtain a health history for HEENT complaints

011.01	Relate the Anatomy and Physiology of the respiratory system to the disease process
011.03	Relate diagnostic investigations to respiratory conditions
011.04	Manage fluid, electrolyte and acid base disorders
011.05	Treat infections of the respiratory system
011.06	Treat conditions of the pleura and mediastinum
011.07	Treat interstitial diseases and occupational lung diseases
011.08	Treat obstructive pulmonary diseases
011.09	Recognize pulmonary vascular diseases
011.10	Recognize urgent pulmonary conditions
011.11	Recognize pulmonary neoplasms
011.12	Recognize sleep-related respiratory disorders
011.13	Recognize common underwater and altitude related respiratory conditions
011.14	Perform a respiratory examination
011.15	Obtain health history for respiratory conditions
012.01	Relate the anatomy and physiology of the heart and circulatory system to the disease process
012.02	Relate diagnostic investigations to cardiovascular conditions
012.03	Interpret a 12-lead electrocardiogram
012.04	Treat conditions of the pericardium and myocardium
012.05	Treat valvular heart disease
012.06	Treat ischemic heart disease
012.07	Treat cardiac failure
012.08	Treat arterial failure
012.10	Treat systemic hypertensive disease
012.11	Treat venous and lymphatic disease
012.12	Recognize a cardiac arrhythmia
012.13	Obtain health history of cardiovascular conditions
012.14	Perform physical exam of the CVS
012.18	Provide initial management of Acute Coronary Syndrome
012.19	Provide Advanced Cardiac Life Support
013.01	Relate the anatomy and physiology of the gastro-intestinal system to the disease process
013.11	Perform a physical exam of the abdomen
013.12	Obtain a health history for Gastro-intestinal conditions
014.01	Describe the anatomy and physiology of the urinary system
014.02	Describe the anatomy and physiology of the male reproductive system
014.03	Assess signs and symptoms of the gyneco-urinary and male reproductive system
014.10	Perform male genitalia and rectal examination
014.11	Obtain health history for genito-urinary complaints
015.01	Relate the anatomy and physiology of the reproductive system
015.02	Explain the major developmental events that occur during the embryonic period
015.22	Obtain health history for obstetrical and gynecological conditions
016.01	Provide well baby/child care services
016.02	Treat eye conditions in paediatric patients
016.03	Treat ear, nose and throat conditions
016.04	Treat respiratory system disorders
016.05	Manage cardiovascular conditions in paediatric patients
016.06	Treat paediatric gastrointestinal conditions
016.07	Treat paediatric genitourinary conditions
016.08	Treat paediatric skin conditions
016.09	Manage paediatric neurological conditions
016.10	Treat paediatric orthopaedic and musculoskeletal conditions

016.11	Manage paediatric haematological conditions
016.12	Treat paediatric infectious disease
016.13	Manage paediatric endocrine/metabolic conditions
016.14	Recognize and manage paediatric development and behavioural disorders
016.15	Recognize common congenital syndromes
016.16	Provide initial management for suspected child abuse
016.17	Complete a comprehensive paediatric health assessment
016.18	Obtain health history for paediatric conditions
016.19	Manage care of the newborn
016.20	Manage problems in adolescent patients
017.01	Provide health maintenance education
017.17	Treat radiation exposure related conditions
018.02	Describe the basic principles of Mental Health
018.03	Organize psychological symptomatology into recognized grouping using the DSM
018.04	Facilitate the management of organic disorders presenting with behavioural or psychological systems and/or signs
018.05	Manage substance-related disorders
018.06	Recognize psychotic disorders
018.07	Treat mood disorders
018.08	Treat anxiety disorders
018.09	Treat somatoform, factitious disorders and other conditions that may be the focus of clinical attention
018.10	Manage dissociative disorder
018.11	Manage sexual & gender disorders
018.12	Manage eating disorders
018.13	Manage sleep disorders
018.14	Identify impulse control disorders
018.15	Manage adjustment disorders
018.16	Manage personality disorders
018.17	Conduct a psychiatric interview
018.18	Manage psychiatric emergencies
018.19	Manage combat stress
018.20	Recognize indicators of family violence
020.04	Treat burn injuries
020.05	Manage head trauma
020.06	Manage a patient with maxillo-facial trauma
020.07	Manage a patient with spinal and spinal cord trauma
020.08	Manage traumatic injuries of the chest
020.09	Manage pelvic fractures and traumatic abdominal injuries
020.10	Treat trauma injuries of the extremities
020.14	Facilitate an aero medical evacuation
020.15	Manage ballistic and blast effect injuries
020.16	Manage combat casualty patient
020.17	Perform a nasogastric tube insertion
020.18	Manage multitrauma patients
021.05	Perform physical exam

Deliverables:

- 5.11 Provide lesson plans in MS Word format and/or MS Power Point as defined in paragraph 5.2 and 5.10.2;

- 5.12 Provide examination questions in MS Word format as defined in paragraphs 5.3, 5.4 and 5.10.3;
- 5.13 Practical and theory lessons are to be presented in person at CFHSTC as outlined in paragraphs 5.6 and 5.10.5;
- 5.14 Provide verbal and/or written recommended improvements to the PA Program as defined in paragraphs 5.5, 5.9 and 5.10.4; and
- 5.15 Attend and participated in meetings in accordance with paragraph 5.8.

## 6. CONSTRAINTS

1. Student Numbers: The maximum number of students will be up to 30 per serial.
2. Dates: Exact dates to be provided at Contract award.
3. Daily Routine: All student training and evaluation associated with this contract will occur daily between 7:30 a.m. and 4:50 p.m., Monday through Friday, excluding statutory holidays.
4. Location: All student training associated with this contract will be delivered at CFHSTC, 30 Ortona Road, Canadian Forces Base Borden.
5. Language: Instruction and evaluation of the students will be in English.
6. Course Monitoring: The DND/CFHSTC reserves the right to monitor classes at anytime throughout the course, for the purpose of quality assurance.
7. Personal Relationships and Fraternization: The resource will abide by Commandant (Cmtd) Directive 5275-1- Personal Relationships, Appendix 2 to Annex A, and refrain from any personal relationships with any student who is associated with the PA course.
8. Dress Attire: The resource will wear casual business attire, which could include but not limited to, dress slacks, khaki pants, button shirts, golf shirts, skirts or blouses, unless they are working in a skills environment. Hospital attire (scrubs) is not acceptable.
9. Mandatory Certifications: The mandatory certifications, Advanced Cardiac Life Support (ACLS) and Advanced Trauma Life Support (ATLS), must be valid for the duration of the contract.

## 7. CLIENT SUPPORT

1. Training Materials: CFHSTC can provide all required training materials, training aids, learning aids, equipment, and software.
2. Classroom: Classroom space for student instruction will be provided by CFHSTC.
3. Scenario Location: Training ward space and medical simulation equipment will be provided by CFHSTC.
4. Office Support: If required by the resource, CFHSTC is able to provide office support and space on site at CFB Borden.
5. Information Technology (IT): The computer and projector within the PA classroom utilizes the GP-net, therefore a security clearance is required by the contractor. CFHSTC is able to provide Internet and/or Intranet access on site at CFB Borden.

## APPENDIX 1 TO ANNEX A

### DND 626, Task Authorization (TA) Form



#### TASK AUTHORIZATION AUTORISATION DES TÂCHES

All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.		Contract no. - N° du contrat <hr/> Task no. - N° de la tâche
Amendment no. - N° de la modification	Increase/Decrease - Augmentation/réduction	Previous value - Valeur précédente
To - À  Delivery location - Expédié à CONTRACTS-ROOM 235 BASE CONSTRUCTION ENGINEERING 16 RAMILLIES ROAD (P-154) BORDEN, ON L0M 1C0	<b>TO THE CONTRACTOR</b> You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task. Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract.  <b>À L'ENTREPRENEUR</b> Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande.  Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.	
Delivery/Completion date - Date de livraison/rachèvement	Date _____ for the Department of National Defence pour le ministre de la Défense nationale	
Contract item no. N° d'article du contrat	Services	Cost Prix
WC#		
	<b>GST/HST TPS/TVH</b>	
	<b>Total</b>	
<b>APPLICABLE ONLY TO PWG&amp;C CONTRACTS:</b> The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract.  <b>NE S'APPLIQUE QU'ÀUX CONTRATS DE TP&amp;CC :</b> La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.		
_____ for the Department of Public Works and Government Services pour le ministre des Travaux publics et services gouvernementaux		

---

## APPENDIX 2 TO ANNEX A

### Commandant (Cmdt) Directive 5275-1- Personal Relationships

#### References:

- A. DAOD 5019-1 ([Personal relationships and Fraternization](#))
- B. DAOD 5019-4 ([Remedial measures](#))
- C. DAOD 5019-0 ([Conduct and Performance deficiencies](#))
- D. DAOD 5019-5 ([Sexual misconduct](#))
- E. DAOD 5012-0 ([Harassment prevention](#))

#### Purpose

- 1. The policies regarding personal relationships are well articulated. However, this directive amplifies Reference (Ref) A concerning the conduct and administration of unit personnel involved in personal relationships with unit members including students.
- 2. This directive shall be read in conjunction with Refs A, B, C, D, and E.

#### Definition

- 3. In accordance with (IAW) Ref A, personal relationship means a romantic, emotional, sexual or family relationship, including legal marriage, a common-law relationship or a civil union between staff and students.
- 4. IAW Ref A, an adverse relationship is a personal relationship which has a negative effect on the security, cohesion, discipline or morale of a unit.

#### General

- 5. The Canadian Forces Health Services Training Centre (CFHSTC) conducts numerous courses each year ranging from two weeks to two years in length. Therefore, there is ample opportunity for relationships to develop between staff and students. Problems arise when the staff/student relationship develops into a situation where the members become emotionally, romantically, and sexually involved. In order not to compromise the integrity and to maintain good order and discipline within the unit, this Directive outlines the limits of interaction between staff and students as well as between staff members.
- 6. Good discipline requires that certain attitudes exist in units and other elements of the Canadian Forces (CF). These attitudes include respect for authority, immediate obedience to orders and confidence that authority will be used fairly and impartially. Among other factors, high cohesion and morale depend on members of a unit being treated and perceiving that all other members are treated without favouritism. A healthy military environment is dependent upon members being equally committed to the support of all others in the team in which they function and on the performance and safety of the unit being the primary concern of all members.

#### Personal Relationships between staff

- 7. The CF is committed to respecting the right of CF members to form personal relationships with persons of their own choosing and also to respect the privacy of the personal relationships of CF members.
- 8. The example set by the staff must be beyond reproach. Activities, which have a detrimental influence on the unit cohesion and/or the well-being of students or subordinates, will not be condoned.

- 
9. IAW Ref A, for staff members who form a personal relationship while serving in the same unit, one member shall not be permitted to be involved in the other member's:
- performance assessment or reporting, including training evaluations and audits;
  - posting transfer, or attached posting;
  - individual training or education;
  - duties or scheduling for duties;
  - documents or records;
  - grievance process; or
  - release proceedings.
10. Normally, the Commandant (Cmdt) will not intervene to prevent or restrict the development of a personal relationship, except when required to ensure unit effectiveness through the maintenance of discipline, morale and cohesion. To prevent conflicts of interest, staff members who are known to be engaged in a personal relationship, while serving in the unit, will not be employed within the same sub-unit or permitted to be involved in any of the duties or responsibilities mentioned in para 9.
11. If work relationships cannot be changed for members in a supervisor/subordinate relationship, or if in the Cmdt's opinion, a personal relationship is having an adverse affect on the unit, the Cmdt shall take action IAW Ref A.
12. In circumstances where work relationships must be rearranged or posting action taken as a result of a personal relationship, such measures are not to be punitive in nature, nor are there to be any negative stigma or career implications.

#### **Personal Relationships between staff and students**

13. The student staff relationship is based upon mutual trust and respect. In order to protect both parties, this directive prohibits personal relationships between staff and students who are in a direct chain of command (i.e. an instructor and student of the same course).
14. Personal relationships between staff and students, which match para 13 definition, are considered adverse and include, among other things, any mutual association or involvement of a financial, physical, social or sexual nature. This type of relationship is prohibited because of the inherent power or influence that the staff has over the student.
15. As mentioned previously, high cohesion and morale depend on members being treated and perceiving that all members are treated without favouritism. Activities which promote these factors are welcome. Acceptable examples would be: course parties or sporting activities involving the entire course and staff in an official location. An official location means a site which as previously been approved by the Cmdt.
16. No matter how innocent the intentions, relationships between instructors and individual students or small groups within a class could lead to the perception of favouritism with consequent morale problems, and a loss of credibility for both the instructor and the CFHSTC. Student/instructor relationships must remain professional and be consistent both in the workplace and during off-duty hours.
17. Notwithstanding para 7, CF members shall notify the chain of command of any personal relationship. It is imperative for the senior member to report to the Cmdt, through the chain of command, that there might be a conflict of interest caused by a personal relationship. The Cmdt may then take appropriate action based on the situation.

## Conclusion

18. In conclusion, although it is allowed for staff members to enter in a personal relationship while serving in the same unit, it is imperative that para 8 & 9 be respected at all time. However, personal relationship between staff and student, as mentioned in para 13, is strictly forbidden.
19. After an investigation, should it be determined that an instructor or staff member has entered into a personal relationship with a student, any or all of the following steps may take place:
  - a. in the case of a military member, breach of this policy shall result in disciplinary and/or administrative action against the offender(s) IAW the QR&O and Refs A and B;
  - b. in the case of a civilian member or contractor, action will be taken in accordance with the provisions of the applicable collective bargaining agreement or contract; and
  - c. the Cmdt will review the incident for disposition based on the written recommendations of the Deputy Commandant and the Training Centre Chief Warrant Officer. In the case where disciplinary action is contemplated, the Cmdt shall not review the incident until after charges have been laid.

OPI: Adjt

### ANNEX B - BASIS OF PAYMENT

**1. Contract Period, Year 1:** (from \_\_\_\_\_ to \_\_\_\_\_ (dates to be inserted at Contract award))

Category of Personnel	Estimated Number of Hours	Firm Hourly Rate	Total Cost
Physician Instructor	572	\$	\$

**2. Option 1, Year 2:** (from \_\_\_\_\_ to \_\_\_\_\_ (dates to be inserted at Contract award))

Category of Personnel	Estimated Number of Hours	Firm Hourly Rate	Total Cost
Physician Instructor	572	\$	\$

**3. Option 2, Year 3:** (from \_\_\_\_\_ to \_\_\_\_\_ (dates to be inserted at Contract award))

Category of Personnel	Estimated Number of Hours	Firm Hourly Rate	Total Cost
Physician Instructor	572	\$	\$

<b>Total Financial Evaluated Price</b>	
<b>(Total Contract Period + Option 1 + Option 2)</b>	<b>\$TBD</b>

### ANNEX C - SECURITY REQUIREMENTS CHECK LIST





Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat  
W0113-13CS49

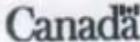
Security Classification / Classification de sécurité

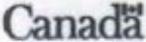
**SECURITY REQUIREMENTS CHECK LIST (SRCL)**  
**LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité



 <p>Government of Canada Gouvernement du Canada</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Contract Number / Numéro du contrat <b>W0113-13CS49</b></td> </tr> <tr> <td style="text-align: center;">Security Classification / Classification de sécurité</td> </tr> </table>	Contract Number / Numéro du contrat <b>W0113-13CS49</b>	Security Classification / Classification de sécurité										
Contract Number / Numéro du contrat <b>W0113-13CS49</b>													
Security Classification / Classification de sécurité													
<b>PART A (continued) / PARTIE A (suite)</b>													
<p>8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? <span style="float: right;"><input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui</span></p> <p>If Yes, indicate the level of sensitivity: Dans l'affirmative, indiquer le niveau de sensibilité :</p>													
<p>9. Will the supplier require access to extremely sensitive INFOSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? <span style="float: right;"><input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui</span></p> <p>Short Title(s) of material / Titre(s) abrégé(s) du matériel : Document Number / Numéro du document :</p>													
<b>PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)</b>													
<p>10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis</p> <table style="width: 100%; border: none;"> <tr> <td><input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITE</td> <td><input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL</td> <td><input type="checkbox"/> SECRET SECRET</td> <td><input type="checkbox"/> TOP SECRET TRÈS SECRET</td> </tr> <tr> <td><input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT</td> <td><input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL</td> <td><input type="checkbox"/> NATO SECRET NATO SECRET</td> <td><input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET</td> </tr> <tr> <td colspan="4"><input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS</td> </tr> </table> <p>Special comments: Commentaires spéciaux : _____</p> <p style="font-size: small;">NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided. REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.</p>		<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITE	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET	<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET	<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			
<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITE	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET										
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET										
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS													
<p>10. b) May unscreened personnel be used for portions of the work? Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? <span style="float: right;"><input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui</span></p> <p>If Yes, will unscreened personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté? <span style="float: right;"><input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui</span></p>													
<b>PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)</b>													
<b>INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS</b>													
<p>11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises? Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? <span style="float: right;"><input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui</span></p>													
<p>11. b) Will the supplier be required to safeguard COMSEC information or assets? Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? <span style="float: right;"><input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui</span></p>													
<b>PRODUCTION</b>													
<p>11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises? Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? <span style="float: right;"><input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui</span></p>													
<b>INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)</b>													
<p>11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data? Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? <span style="float: right;"><input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui</span></p>													
<p>11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? <span style="float: right;"><input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui</span></p>													
TBS/SCT 350-103(2004/12)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Security Classification / Classification de sécurité</td> </tr> </table>	Security Classification / Classification de sécurité											
Security Classification / Classification de sécurité													

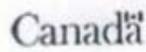
Contract Number / Numéro du contrat W0113-13CS49
Security Classification / Classification de sécurité

**PART C - (continued) / PARTIE C - (suite)**  
 For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.  
 Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.  
 For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.  
 Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
 La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui  
 If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".  
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.
12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
 La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui  
 If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).  
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

 Government of Canada / Gouvernement du Canada		Contract Number / Numéro du contrat <b>W0113-13CS49</b> Security Classification / Classification de sécurité	
<b>PART D - AUTHORIZATION / PARTIE D - AUTORISATION</b>			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Simard, Maj		Title - Titre OC Banding Ctry	Signature <i>[Signature]</i>
Telephone No. - N° de téléphone 705 424-1200 ext 2084	Facsimile No. - N° de télécopieur 705 423-7251	E-mail address - Adresse courriel Enk.Simard@forces.gc.ca	Date 12 May 2014
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Sasha Medjovic - CPM GP HQ - Industrial Security Senior Security Analyst Tel: 613-998-1000 Ext: 612-910-1000 E-mail: sasa.medjovic@forces.gc.ca		Title - Titre	Signature <i>[Signature]</i>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date 2014-05-12
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées) Chrisoula Langis		Title - Titre Contract Security officer	Signature <i>[Signature]</i>
Telephone No. - N° de téléphone 613-941-5152	Facsimile No. - N° de télécopieur 613-954-4177	E-mail address - Adresse courriel Chrisoula.Langis@pwgsc.gc.ca	Date May 27/14
TBS/SCT 350-103(2004/12)		Security Classification / Classification de sécurité	
			

## ANNEX D - BID EVALUATION CRITERIA

**Technical proposals will be evaluated in accordance with the following evaluation criteria (Mandatory and Rated Requirements).**

**For the proposed resource, an up-to-date resume must be included.**

**Description Guide:**

**Certified Copy:** is a photocopy that must be notarized/certified by one of the following professionals: Notary Public, Lawyer, Commissioner of Oaths, Designated official at a Canadian Embassy or Consulate, Medical Doctor or Dentist currently licensed in Canada, Police officer, municipal, provincial, or federal (RCMP), Canadian Judge, Magistrate or Mayor, Professional accountant who is a member of APA, CA, CGA, CMA, PA or RPA), Member of Parliament (MP); Member of Provincial Parliament (MPP) (Ontario); Member of National Assembly (MNA) (Quebec); Member of House of Assembly (MHA) (Newfoundland and Labrador); Member of the Legislative Assembly (MLA) (all other provinces and territories). The name and title of the professional must appear on the copy along with their signature.

**Current:** any certification(s) that indicates expiration dates, the expiration date must extend beyond 30 days of bid closing.

**Primary Health Care Facility:** includes but not limited to urgent care clinic, hospital, long-term care facility, CAF Health Services Unit and adult day care facility.

**Project:** means work funded and accepted by an identified business client using various techniques to satisfy the business problem at hand.

**Physician Assistant Program:** is a program that trains individuals to work alongside physicians. Physician assistants are concerned with preventing and treating human illness and injury by providing a broad range of health care services under the direction of a physician or surgeon. Physician Assistant Programs can be military or civilian from a Canadian or an American institution.

\*\*\*\*\*

**Personnel Qualification Requirements**

**1.0 Mandatory Resource Evaluation Criteria:**

**1.1 PHYSICIAN INSTRUCTOR**

#	Mandatory Criteria	Bidder's Response Demonstrated Experience (Bidders to insert page # of resume)
M1	The Bidder must demonstrate that the proposed resource is licensed* to practice medicine in Canada.  <i>*Must provide a Certified Copy of your license with the proposal.</i>	
M2	The Bidder must demonstrate that the proposed resource has a Current certificate* for Advanced Cardiac Life Support (ACLS).  <i>*Must provide a Certified Copy of your certification with the proposal.</i>	

M3	The Bidder must demonstrate that the proposed resource has a Current certificate* for Advanced Trauma Life Support (ATLS).  <i>*Must provide a Certified Copy of your certification with the proposal.</i>	
M4	For each demonstrated experience under the Rated Requirements (except for R3 and R7), the Bidder must provide a reference and include the following information: a) reference name and title; b) current telephone number; and c) current e-mail address.  References may be contacted for clarification and accuracy of the information submitted.	

**2.0 Resource Rated Requirements:**

**2.1 PHYSICIAN INSTRUCTOR**

#	Rated Criteria	Points Max.	Bidder's Response	
			Demonstrated Experience (Bidders to insert data)	Insert Page # of Resume
R1	The Bidder should demonstrate that the proposed resource has experience* in a Primary Health Care Facility.  <i>*In order to be awarded points each project must include patient screenings, history taking and physical examination experience. Duration of Projects may overlap.</i>  • 1 point for each year (1 year = 220 days; 8 hours per day) up to a maximum of 10 points.	10		

R2	<p>The Bidder should demonstrate that the proposed resource has experience* mentoring and supervising a Physician Assistant in a clinical practice or in an academic institution.</p> <p><i>*In order to be awarded points, each project must have been for a minimum duration of 6 months. A project is defined as a collaborative enterprise that is carefully planned to achieve a particular aim in a specified timeframe.</i></p> <ul style="list-style-type: none"><li>• 1 point for each consecutive period of 6 months up to a maximum of 10 points.</li></ul>	10		
R3	<p>The Bidder should demonstrate that the proposed resource has completed teaching or education* courses**.</p> <p><i>*Teaching and education courses include, but not limited to, military instructional technique courses or civilian equivalent such as Basic Instructional Techniques, Advanced Instructional Techniques, or a teaching diploma or degree.</i></p> <p><i>**Provide a copy of the certification (completed course), diploma, degree or Members Personnel Record Resume (MPRR).</i></p> <ul style="list-style-type: none"><li>• 1 point for each completed course or 10 points for a teaching degree or diploma up to a maximum of 10 points.</li></ul>	10		

R4	<p>The Bidder should demonstrate that the proposed resource has experience teaching*.</p> <p><i>*Teaching experience cannot be related to a Physician Assistant Program.</i></p> <ul style="list-style-type: none"> <li>• 1 point for each teaching subject matter that is not related to the health care profession, up to a maximum of 5 points. The teaching institution must be recognized by the Canadian Information Centre for International Credentials (CICIC), Directory of Universities, Colleges and Schools in Canada. <a href="http://www.cicic.ca/">http://www.cicic.ca/</a></li> <li>• 1 point for each teaching subject matter in an institution recognized by the CICIC and accredited by the Canadian Medical Association (CMA), up to a maximum of 10 points. <a href="http://www.cma.ca/">http://www.cma.ca/</a></li> </ul>	15		
R5	<p>The Bidder should demonstrate that the proposed resource has experience teaching a certified Physician Assistant Program.</p> <ul style="list-style-type: none"> <li>• 1 point for each year up to a maximum of 10 points.</li> </ul>	10		
R6	<p>The Bidder should demonstrate that the proposed resource has participated as an evaluator in an Objective Structured Clinical Examination (OSCE) within an institution recognised by CICIC or educational institutions accredited by the Canadian Medical Association.</p> <p><i>*Provide a start and end date for each OSCE and the location.</i></p> <ul style="list-style-type: none"> <li>• 1 point for each OSCE session up to a maximum of 5 points.</li> </ul>	5		

R7	<p>The Bidder should demonstrate that the proposed resource has Current medical certifications* over and above M1, M2, and M3.</p> <p><i>*Provide copies of medical certifications which could include, but not limited to, military academics, ACLS instructor, International Trauma Life Support (ITLS), Advance or Basic Dive Medicine, Basic Aviation Medicine, Pediatric Advanced Life Support, Neonatal Resuscitation Program and Pre-hospital life Support.</i></p> <ul style="list-style-type: none"> <li>• 2 points for each certification up to a maximum of 10 points.</li> </ul>	10		
	<b>Maximum Available Points:</b>	70		
	<b>Minimum Pass Mark (65%):</b>	45		
	<b>Technical Score:</b>			